Canon

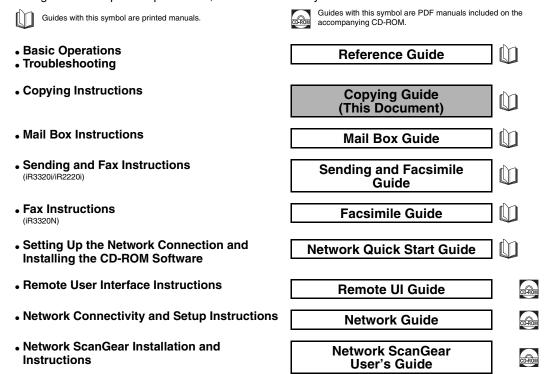# iR3320i/iR2220i
iR3320N
Copying Guide

🔷 **Manuals for the Machine**

The manuals for this machine are divided as follows. Please refer to them for detailed information.
The manuals supplied with optional equipment are included in the list below. Depending on the system
configuration and product purchased, some manuals may not be needed.

📖 Guides with this symbol are printed manuals.

💿 Guides with this symbol are PDF manuals included on the accompanying CD-ROM.

- **Basic Operations**
- **Troubleshooting**

| **Reference Guide** | 📖 |

- **Copying Instructions**

| **Copying Guide (This Document)** | 📖 |

- **Mail Box Instructions**

| **Mail Box Guide** | 📖 |

- **Sending and Fax Instructions**
  (iR3320i/iR2220i)

| **Sending and Facsimile Guide** | 📖 |

- **Fax Instructions**
  (iR3320N)

| **Facsimile Guide** | 📖 |

- **Setting Up the Network Connection and Installing the CD-ROM Software**

| **Network Quick Start Guide** | 📖 |

- **Remote User Interface Instructions**

| **Remote UI Guide** | 💿 |

- **Network Connectivity and Setup Instructions**

| **Network Guide** | 💿 |

- **Network ScanGear Installation and Instructions**

| **Network ScanGear User's Guide** | 💿 |

- **PS/PCL Printer Instructions**

| **PS/PCL Printer Guide** | 💿 |

- **PCL Printer Driver Installation and Instructions**

PCL Driver Guide	

- **PCL Printer Driver Installation and Instructions**

PS Driver Guide	

- **Fax Driver Installation and Instructions**

Fax Driver Guide	

- **Installing MEAP Applications and Using the Login Service**

MEAP SMS Administrator Guide	

How This Manual Is Organised

Chapter 1 Basic Copying

Chapter 2 Additional Copy Functions

Chapter 3 Setting/Storing Specifications of the Copy Function

Chapter 4 Appendix

- A considerable effort has been made to make sure that this manual is free of inaccuracies and omissions.
- However, as we are constantly improving our products, if you need an exact specification, please contact Canon.

Contents

Chapter 1   Basic Copying

Chapter 2   Additional Copy Functions

Chapter 3   Setting/Storing Specifications of the Copy Function

Chapter 4   Appendix

Preface

Thank you for purchasing the Canon iR3320i/iR2220i and iR3320N.

Please read this manual thoroughly before operating the product in order to familiarise yourself with its capabilities, and to make the most of its many functions. After reading this manual, store it in a safe place for future reference.

How to Use This Manual

Symbols Used in This Manual

The following symbols are used in this manual to explain procedures, restrictions, handling cautions, and it also contains instructions that should be observed for safety.

⚠ WARNING	**Indicates a warning concerning operations that may lead to death or injury to persons if not performed correctly. In order to use the machine safely, always pay attention to these warnings**.
⚠ CAUTION	**Indicates a caution concerning operations that may lead to injury to persons, or damage to property if not performed correctly. In order to use the machine safely, always pay attention to these cautions.**
✋ IMPORTANT	Indicates operational requirements and restrictions. Be sure to read these items carefully in order to operate the machine correctly, and to avoid damage to the machine.
✎ NOTE	Indicates a clarification of operations or contains additional explanations for a procedure. Reading these is highly recommended.

Keys Used in This Manual

The symbols and key names used in this manual are expressed in the following way:

- Control Panel Keys...................... <Key icon>

  Example: ⊙

  ⟨⊚⟩

- Touch Panel display Keys........... [Key Name]
  Example: [Cancel]
            [Done]
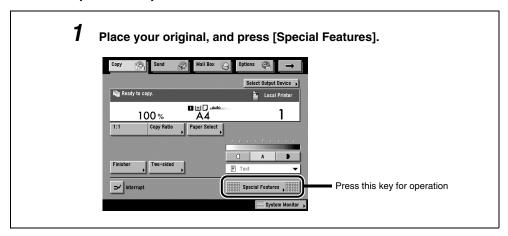
Displays Used in This Manual

Screenshots of the touch panel display used in this manual are those taken when the Image Reader-B1, Fax Board, Finisher-J1, and Cassette Feeding Unit-W1 are attached to the iR3320i. Note that functions that cannot be used depending on the model or options, are not displayed on the touch panel display.
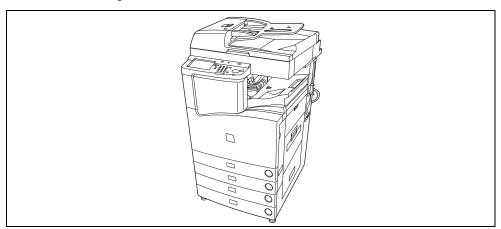
The keys which you should press are marked with ⬭, as shown below.

When multiple keys can be pressed on the touch panel display, all keys are marked.
Select the keys which suit your needs.

1 **Place your original, and press [Special Features].**

Press this key for operation

Illustrations Used in This Manual

Illustrations used in this manual are those displayed when the Image Reader-B1, Finisher-J1, and Cassette Feeding Unit-W1 are attached to the iR3320i.

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Basic Copying

1

CHAPTER

This chapter describes the basic copy functions.

1. Basic Copying

1

Basic Copying

What the iR3320i/iR2220i and iR3320N Can Do

Most operations for using this machine are done from the touch panel display. To use the copy function of this machine, press keys in accordance with the messages displayed on the touch panel display.

🖐 IMPORTANT

- *If the Image Reader-B1 is not attached, you cannot use copy functions with the iR3320i/iR2220i and iR3320N, therefore, this guide is not necessary. However, when you want to use this machine as a remote copy printer, set the Image Orientation Priority 'On' or 'Off' in the Copy Settings. (See "Setting Image Orientation Priority," on p. 3-6.)*
- *You can scan an original with the iR3320i/iR2220i and iR3320N only when the Image Reader-B1 is attached.*
- *You can only use the Send function with the iR3300i/iR2200i.*

Various Kinds of Copies

Basic Features Screen
The screen displayed on the left appears when the machine is ready to make copies. This is called the Basic Features screen.

 → p. 1-19
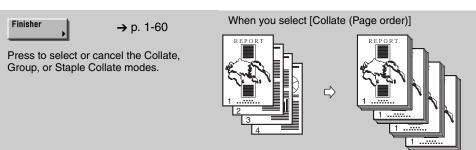
Press to select the printing destination for remote copying.
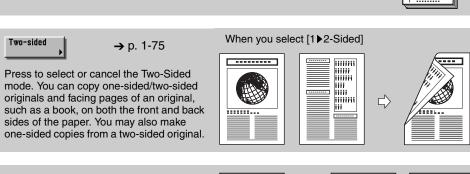
 → p. 1-27
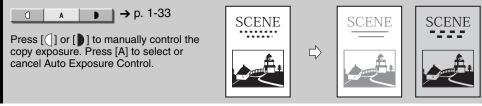
Press to select the paper size and type, and the paper source.

Basic Copying

Copy Ratio
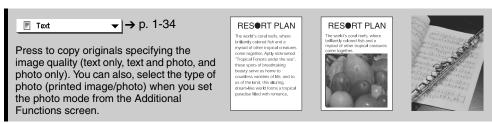
Press to make copies at a different copy ratio.

Finisher

Press to select or cancel the Collate, Group, or Staple Collate modes.

When you select [Collate (Page order)]

Two-sided

Press to select or cancel the Two-Sided mode. You can copy one-sided/two-sided originals and facing pages of an original, such as a book, on both the front and back sides of the paper. You may also make one-sided copies from a two-sided original.

When you select [1▶2-Sided]

A

Press [◖] or [◗] to manually control the copy exposure. Press [A] to select or cancel Auto Exposure Control.

SCENE SCENE SCENE

Text

Press to copy originals specifying the image quality (text only, text and photo, and photo only). You can also, select the type of photo (printed image/photo) when you set the photo mode from the Additional Functions screen.

RES●RT PLAN

The world's coral reefs, where brilliantly colored fish and a myriad of other tropical creatures come together. Aptly nicknamed "Tropical Forests under the sea", these spots of breathtaking beauty serve as home to countless varieties of life, and to us of the land, this alluring, dream-like world forms a tropical paradise filled with romance.

RES●RT PLAN

The world's coral reefs, where brilliantly colored fish and a myriad of other tropical creatures come together.

| **⊐✓ Interrupt** | → p. 1-90 |

Press to interrupt a continuous copy job when you need to make priority copies.

| **▦ Special Features ▦** | → Chapter 2 |

Press to select the Special Features mode.

| **System Monitor ▸** | → The Reference Guide |

Press to check the progress of a copy job, change the order of printing, or cancel printing.
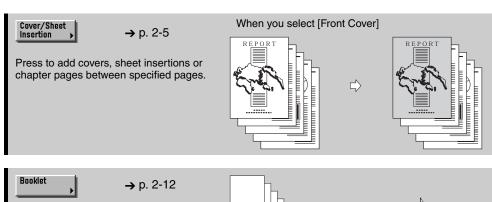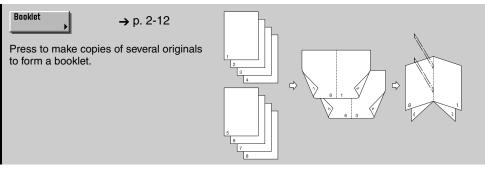
Special Features Screen 1/2
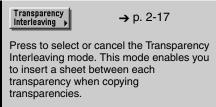
When you press [Special Features] on the Basic Features screen, the Special Features screen appears on the touch panel display. This screen is divided into two screens. Pressing [▼] or [▲] displays the next/previous screen. The Special Features screen displays special functions available for copying. In some cases, when a function is selected, a more detailed screen for the selected mode appears. To close the Special Features screen and return to the Basic Features screen, press [Done].

Pressing ⓘ after selecting a function brings up a help screen containing guidance information. This is useful when you want to learn more about a function.

| **Two-page Separation** | → p. 2-3 |

Press to select or cancel the Two-Page Separation mode. This mode enables you to copy two pages of an opened book onto separate copy sheets.

1

Basic Copying

Cover/Sheet Insertion → p. 2-5

Press to add covers, sheet insertions or chapter pages between specified pages.

When you select [Front Cover]

REPORT

Booklet → p. 2-12

Press to make copies of several originals to form a booklet.

Transparency Interleaving → p. 2-17

Press to select or cancel the Transparency Interleaving mode. This mode enables you to insert a sheet between each transparency when copying transparencies.

REPORT   REPORT   Transparency

Interleaf
sheet

Shift → p. 2-21

Press to select or cancel the Shift mode. This mode enables you to shift the position of the original image on the copy sheet.

When you select [Center/Corner Shift]

Copy with original image shifted to the centre

Copy with original image shifted to a corner

Margin → p. 2-25

Press to select or cancel the Margin mode. This mode enables you to create margins along the sides of copies.

1

Basic Copying

Frame Erase → p. 2-29

Press to select or cancel the Frame Erase mode. This mode enables you to eliminate dark borders and lines that appear around original images, or shadows from punched holes.

When you select [Original Frame Erase]

Original Frame Erase Mode

Original Frame Erase Mode Not Selected

Image Combination → p. 2-39

Press to select or cancel the Image Combination mode. This mode enables you to automatically reduce two, four, or eight originals to fit on a one-sided or two-sided copy sheet.

When you select [2 On 1]

Image Separation → p. 2-45

Press to select or cancel the Image Separation mode. This mode enables you to divide an original into 2 or 4 sections, and enlarge each section onto a copy sheet of a specified size.

When you select [1 To 2]

Different Size Originals → p. 2-50

Press to make copies by feeding different-sized originals together as one group by setting them in the feeder.

A3 Original

A4 Original

CITY

Original Feeding Direction

1

Basic Copying

Job Build   ➔ p. 2-52

Press to divide the originals into several parts, scan them, and subsequently print them all together. This is convenient when you cannot load all of the originals to be copied all at once.

Job Done Notice   ➔ p. 2-56

Press to notify the user through e-mail that the copy job has been completed.

Special Features Screen 2/2
The screen displayed shows the second half of the Special Features screen.

Mode Memory   ➔ p. 2-58

Press to store or recall copy settings.

Recall   ➔ p. 2-66

Press to recall a previously set copy job.

Nega/Posi   ➔ p. 2-68

Press to make copies with the entire black/white image inverted.

SCENE

SCENE

Image Repeat → p. 2-70

Press to copy an original with the image repeated in the vertical or horizontal direction.

CITY

⟹

CITY

CITY

Mirror Image → p. 2-73

Press to copy an original with the image reversed, as if it were in a reflection in a mirror.

R ⟹ Я

Sharpness → p. 2-75

Press to select or cancel the Sharpness mode. This mode enables you to make copies of original images reproduced with a sharper or a softer contrast.

Form Composition → p. 2-77

Press to superimpose an image stored in memory onto the original image for copying.

Page Numbering → p. 2-81

Press to include page numbering on the copies.

REPORT ⟹ REPORT

Basic Copying

1

Flow of Copy Operations

This section describes the flow of basic copy operations.

✏ NOTE

- *For the following items, see the Reference Guide:*
  - *Main Power and Control Panel Power (See Chapter 1, "Before You Start Using This Machine," in the Reference Guide.)*
  - *Routine Maintenance (See Chapter 5, "Routine Maintenance," in the Reference Guide.)*
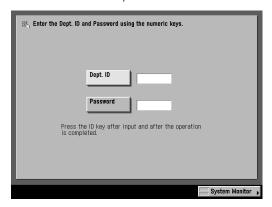
1 Press [Copy].
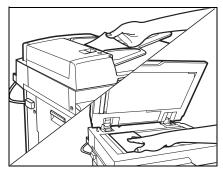
If the message <You must insert a control card.> appears, insert a Control Card.
(See Chapter 7, "Handling Optional Equipment," in the Reference Guide.)

If the message <Enter the Dept. ID and Password using the numeric keys.> appears, enter the Department ID and password, and press Ⓘ. (See Chapter 1, "Before You Start Using This Machine," in the Reference Guide.)
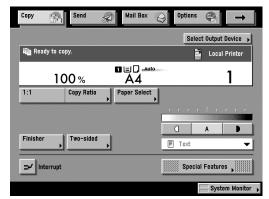
2 Place your originals.

📝 NOTE

• For instructions on placing originals, see Chapter 1, "Before You Start Using This Machine," in the Reference Guide.
• When Auto Collate is set to 'On,' the Collate mode or the Offset Collate mode is automatically set when the original is placed in the feeder. (See "Setting Automatic Collate," on p. 3-5.)
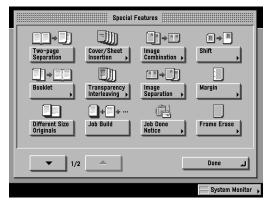
3 Set the copy mode on the Basic Features screen.
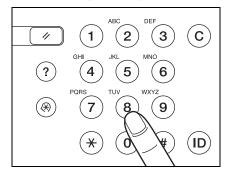
NOTE

- For example, you can select copy paper size, desired collating function and output device, and set exposure, image quality, copy ratio, and Two-Sided modes.

4 Set the copy mode on the Special Features screen.

The Special Features screen is divided into two screens. Press [▼] or [▲] to select the desired mode.

You can continue setting other available modes. (See Chapter 2, "Additional Copy Functions.")

5 Enter the copy quantity.

✎ NOTE
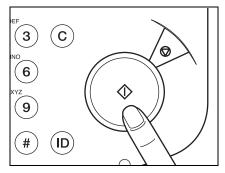
• *For instructions on setting the number of copies, see "Entering the Copy Quantity," on p. 1-17.*

6 Press ⊕.

Copying starts.

When scanning is complete, remove the original.

✋ IMPORTANT
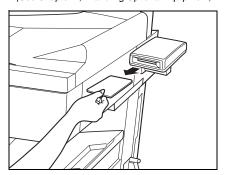
• *You cannot change copy mode settings such as the copy quantity, copy paper size, and copy ratio during copying.*

Basic Copying

1

✎ NOTE
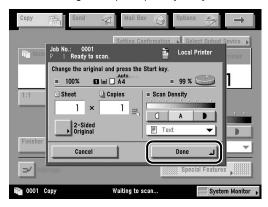
- • If there is a current job, the machine scans the original, and waits to print it. Printing starts when the current job is complete.
- • When the copy has been made, remove it from the output tray.
- • If the Card Reader-C1 (optional) is attached, remove the Control Card.
  (See Chapter 7, "Handling Optional Equipment," in the Reference Guide.)

- • If you have set up Department ID Management, press ⓘ.
  (See Chapter 1, "Before You Start Using This Machine," in the Reference Guide.)
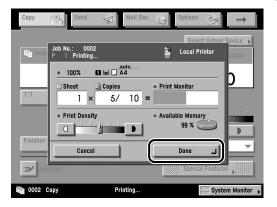
● **If the following screen is displayed:**

Follow the instructions on the touch panel display, and press ⊙ once for each original.
When scanning is complete, press [Done].
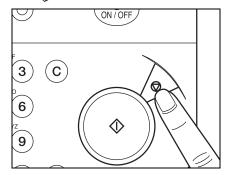
● **When you want to copy a different original while printing:**

Press [Done], and place the new originals. Then, press ⊙. (See "Reserved Copying," on p. 1-88.)

● **When you want to stop a copy job:**

Press ⊘.
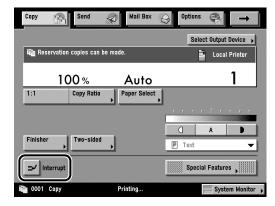
✎ NOTE

- After you have pressed ⊘, several copies may have been output from the machine.
- For instructions on how to cancel a copy job, see Chapter 2, "Checking Various Job Operations and Device Status," in the Reference Guide.
- You can also stop a copy job on the System Monitor screen. (See Chapter 2, "Checking Various Job Operations and Device Status," in the Reference Guide.)

● **When you want to interrupt a copy job:**

To interrupt a copy job when you need to make priority copies, press [Interrupt].

1

Basic Copying
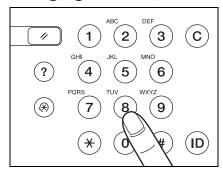
Entering the Copy Quantity
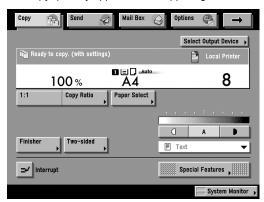
You can make up to 999 copies for each copy job. However, this maximum number of copies can also be changed. For details, contact your service representative.

Specifying the Required Number of Copies

1 Press ⓪ - ⑨ (numeric keys) to enter the desired copy quantity (1 to 999).

The copy quantity appears in the upper right side of the touch panel display.
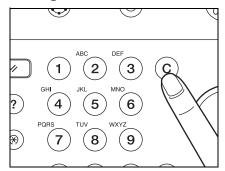
The maximum amount of copies allowed, varies according to the copy job settings.

⚠️ IMPORTANT
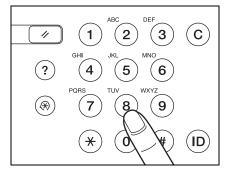
• *You cannot change the copy quantity during copying.*

Changing the Copy Quantity
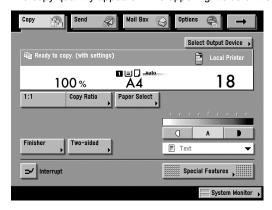
1 **Press Ⓒ to clear the entered number.**

2 **Press ⓪ - ⑨ (numeric keys) to re-enter the copy quantity (1 to 999).**
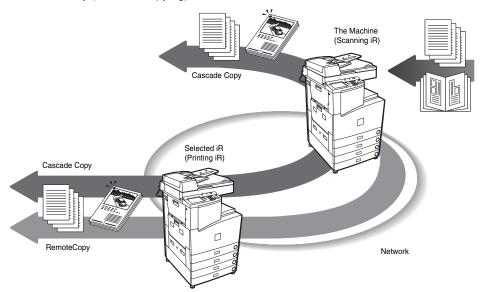
The copy quantity appears in the upper right side of the touch panel display.

🖐 IMPORTANT
- *You cannot change the copy quantity during copying.*

Selecting an Output Device (Select Output Device)

If a remote copy printer (iR3320i/iR2220i and iR3320N) is connected to a network, this machine and a remote copy printer can be used for copying. For example, the original scanned by this machine can be printed by the remote copy printer independently (remote copying) or simultaneously (cascade copying).

You can select the copy settings before selecting an output device, or select the output device before selecting the copy settings. Both of these options are described below.

■ **Making the copy settings before selecting an output device:**
If you set the copy mode before selecting a printing destination, only the remote copy printer supporting the selected copy mode can be selected as the printing destination.

■ **Selecting the output device before selecting the copy settings:**
To select a printing destination before setting a copy mode, only the copy mode supported by the selected remote copy printer can be chosen.

⚠ IMPORTANT

- *When the machine is operating in the Remote or Cascade Copy mode, you cannot use the Rotate Collating, Rotate Grouping, Saddle Stitch, Shift (No. Key Entry), Booklet, Transparency Interleaving, Mirror Image, Form Composition, Page Numbering, Interrupt Copy, and Sample Set.*
- *If you use Cover/Sheet Insertion with the remote or cascade copy mode, Auto Orientation is not performed.*
- *If you use the Image Separation with the remote or cascade copy mode, the layout of the final page of the original cannot be set.*
- *If you power the remote copy printer back On, or reattach the Finisher, you need to refresh the settings of the remote copy printer from the Additional Functions screen. (See "Confirming a Remote Device," on p. 3-16.)*
- *If you connect the machine directly to other remote copy printers by crossover patch cord, you need to configure the Ethernet driver as shown below. (See Chapter 2, "Settings Common to the Network Protocols," in the Network Guide.)*
  - *Auto Detect: Off*
  - *Communication Mode: Full Duplex*
  - *Ethernet Type: 100 Base-TX*
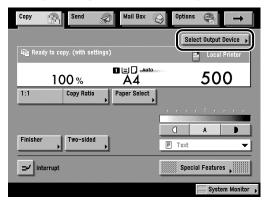
✎ NOTE

- *In order for a device to be selected as a remote output device used for remote copying, it must be stored in the Store Remote Device function on the Copy Settings screen. (See "Specifying the Remote Copy Printer Settings," on p. 3-14.)*
- *For cascade copying, the Paper Select screen of this machine is displayed. Select the paper drawer on the machine that is loaded with the same paper size as the remote copy printers.*
- *To copy the original on this machine and another remote copy printer on the network at the same time (cascade copying), the number of copies set for this machine and the number of copies set for the remote copy printer are split in half and printed. If an odd number of copies is set, the machine you are copying from will print one additional copy.*
- *If you select a remote copy printer before performing cascade copying, you cannot select copy settings that are not supported by the remote copy printer. Also, if the finishers attached to this machine and the remote copy printer are different, the finisher settings can only be set to the Collate and Group modes.*
- *When one remote copy or one cascade copy job is in progress, it is not possible to schedule another remote copy or cascade copy job.*
- *For the selected remote copy printer, set the same Department ID and password as this machine. (See Chapter 4, "System Manager Settings," in the Reference Guide.)*
- *When one remote copy or one cascade copy job is in progress, if an error occurs in the remote copy printer, an error message is displayed on the Job/Print monitor area of the touch panel display of this machine and the remote copy printer.*
- *If you experience any problems when using the Remote or Cascade Copy, consult your local authorised Canon dealer.*

Selecting a Printing Destination; Giving Priority to the Copy Mode

Use this procedure for selecting copy settings before selecting a remote copying device.
You can select only a remote copy printer that supports the selected copy settings.

1 **Place your originals, select a copy mode, and press [Select Output Device].**

The registered remote copy printer connected to the machine is displayed.

📎 NOTE

• *This machine appears at the top of the output device select list.*

2 **Select the output device, and press [Done].**

To use the machine for Cascade Copying, press [Cascade Copy] to select whether to execute Error Recovery.

[On]: Assigns the remaining copy job to the normally operating printer if an error occurs in either this machine or the remote copy printer.

[Off]: Does not assign the remaining copy job to the normally operating printer if an error occurs in either this machine or the remote copy printer.

If you press [Details], the detailed information for the selected printing destination is displayed.

The display returns to the Basic Features screen.

✋ IMPORTANT
• Error Recovery activates only if the Collate mode is set.

NOTE

- *You must choose a remote copy printer that supports the selected copy settings. The printers that do not support the chosen settings are shown, but are greyed out. And, even if the remote copy printer supports the Copy mode, if you select settings other than Collate and Group, you can select only a remote copy printer equipped with the same finisher as the original copy machine.*
- *It is impossible to choose two different machines other than your own for cascade copying. You must include your own machine as one of the output devices.*
- *If Error Recovery for Cascade Copy is set to 'On', the remaining copy job is not processed in the following cases:*
  - *The machine is scanning originals for the Cascade Copy mode.*
  - *The Cascade Copy mode is used in combination with the Cover/Sheet Insertion mode.*
  - *The Cascade Copy mode is used in combination with the Different Size Originals, Auto Paper Selection, and Two-Sided modes.*
  - *The normally operating printer has completed the cascade copy job.*
  - *An error occurs in the normally operating printer.*
  - *The cascade copy job has almost finished.*
  - *The number of copies is less than six.*
- *If Error Recovery for Cascade Copy is set to 'On', a machine in which an error occurs cannot resume the remaining copy job even when the machine is recovered after the copy job is reassigned.*

3 Press ⊙.

Copying starts.
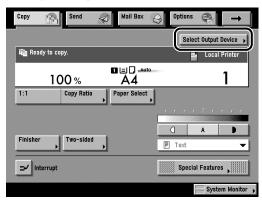
NOTE

- *For instructions on how to cancel a remote copy or cascade copy job, see Chapter 2, "Checking Various Job Operations and Device Status," in the Reference Guide.*

Selecting a Printing Destination; Giving Priority to the Output Device

Use this procedure to select an output device for remote copying, before you select the copy settings. The available copy settings will include only those settings supported by the machines you have selected.

1 Place your originals, and press [Select Output Device].

The registered remote copy printer connected to the machine is displayed.

📝 NOTE

- *This machine appears at the top of the output device select list.*

2 Select the output device, and press [Done].

To use the machine for Cascade Copying, press [Cascade Copy] to select whether to execute Error Recovery.

[On]: Assigns the remaining copy job to the normally-operating printer if an error occurs in either this machine or the remote copy printer.

[Off]: Does not assign the remaining copy job to the normally-operating printer if an error occurs in either this machine or the remote copy printer.

If you press [Details], the detailed information for the selected printing destination is displayed.

The display returns to the Basic Features screen.

IMPORTANT
• Error Recovery activates only if the Collate mode is set.

✐ NOTE

- It is impossible to choose two different machines other than your own for cascade copying.
  You must include your own machine as one of the output devices.
- If Error Recovery for Cascade Copy is set to 'On', the remaining copy job is not processed in the following cases:
  - The machine is scanning originals for the Cascade Copy mode.
  - The Cascade Copy mode is used in combination with the Cover/Sheet Insertion mode.
  - The Cascade Copy mode is used in combination with the Different Size Originals, Auto Paper Selection, and Two-Sided modes.
  - The normally operating printer has completed the cascade copy job.
  - An error occurs in the normally operating printer.
  - The cascade copy job has almost finished.
  - The number of copies is less than six.
- If Error Recovery for Cascade Copy is set to 'On', a machine in which an error occurs cannot resume the remaining copy job even when the machine is recovered after the copy job is reassigned.

3 From the Basic Features screen, select the copy settings.

✐ NOTE

- When you use a remote copy printer, only those copy settings supported by the selected remote copy printer are available.
- When cascade copying, you cannot select copy settings that are not supported by the selected remote copy printer. Also, if you select a remote copy printer equipped with a different finisher, you cannot select settings other than Collate and Group, even if the remote copy printer supports the specified Copy mode.

4 Press ⊙.

Copying starts.

✐ NOTE

- For instructions on how to cancel a remote copy or cascade copy job, see Chapter 2, "Checking Various Job Operations and Device Status," in the Reference Guide.

Basic Copying

1

Selecting the Copy Paper Size (Paper Select)

You can set the machine to automatically select the paper size, or you can manually specify a paper size for a copy job.

✎ NOTE

- When copying an original onto the same size paper at a copy ratio of 100%, the periphery of the original may be cut slightly on the copy. For details, see Chapter 8, "Appendix," in the Reference Guide.

Original   **Copy**

- If you select the Entire Image mode, the copied image is automatically reduced slightly based on the copy paper size and the image size. As a result, the entire original image is reproduced on the copy paper without its periphery being trimmed. (See "Slightly Reducing Images to Prevent the Original Periphery from Being Trimmed (Entire Image)," on p. 1-47.)

1

Basic Copying

Automatic Paper Selection (Auto Paper Selection)

Once you place your original on the platen glass or in the feeder, the machine automatically selects the appropriate paper size for copying.

🖐 IMPORTANT
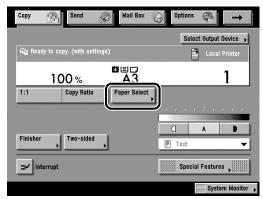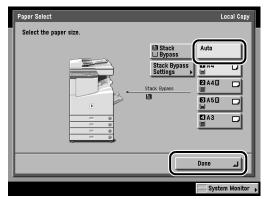
- *When the machine is operating in the Automatic Paper Selection mode, you cannot use the Auto Copy Ratio, Auto XY Zoom, Saddle Stitch, Image Combination, Image Separation, Booklet, and Image Repeat (Auto) modes.*
- *When the machine is operating in the Different Size Originals mode in combination with the Shift mode or the Cover/Sheet Insertion mode, you cannot use the Automatic Paper Selection mode.*
- *The following types of originals cannot be copied by using Automatic Paper Selection. Copy these using Manual Paper Selection:*
  - *Non-Standard sized originals*
  - *Highly transparent originals, such as transparencies*
  - *Originals with an extremely dark background*
  - *Originals smaller than A5-size*

✎ NOTE
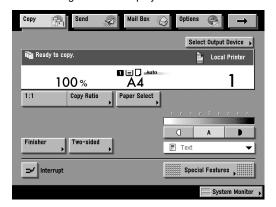
- *The default setting is 'Auto.'*
- *When the Drawer Eligibility for APS/ADS of the paper drawers in the Common Settings is set to 'Off,' you cannot make copies in the Automatic Paper Selection mode. (See Chapter 3, "Selecting and Storing Settings to Suit Your Needs," in the Reference Guide.)*

1 **Place your originals, and press [Paper Select].**

2 Select [Auto], and press [Done].

The following screen is displayed.
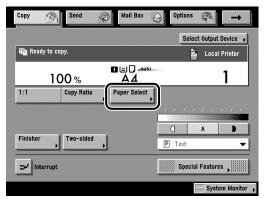
3 Press ⊙.

Copying starts.

Manual Paper Selection
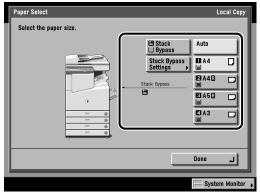
You can make copies after manually selecting the paper size and type of paper. (such as colour or recycled) loaded in the paper drawer.

1 Place your originals, and press [Paper Select].
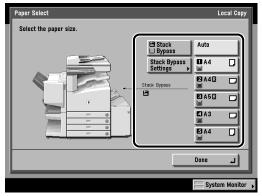
✎ NOTE
- *The default setting is 'Auto.'*

2 Select the desired paper size.

When Finisher-J1 and Cassette Feeding Unit-W1 are attached

**When Saddle Finisher-G1, Cassette Feeding Unit-W1,
and Paper Deck-L1 are attached**

To select the stack bypass for the current job, or to reserve the stack bypass for a reserved job, select [Stack Bypass Settings].
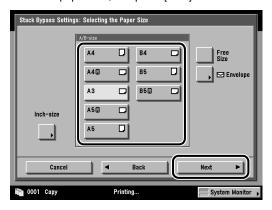
✎ NOTE
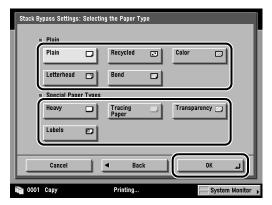
- *The paper sizes are displayed in the order in which they are loaded in the paper drawers.*
- *When this icon ▯ is displayed on the touch panel display, it indicates that the paper is loaded vertically, and this icon ▭ indicates that the paper is set horizontally. Paper sizes with the suffix <R> (such as A4R), indicate that the paper is loaded in the paper drawer or in the stack bypass horizontally.*
- *The type of paper (such as colour or recycled) loaded in the paper drawers is also indicated by icons on the touch panel display. (See Chapter 3, "Selecting and Storing Settings to Suit Your Needs," in the Reference Guide.)*

● **If you select [Stack Bypass Settings]:**

Select the paper size, and press [Next].

Select the paper type, and press [OK].

Stack Bypass Settings: Selecting the Paper Type

■ Plain

| Plain | Recycled | Color |
| Letterhead | Bond | |

■ Special Paper Types

| Heavy | Tracing Paper | Transparency |
| Labels | | |

Cancel | ◄ Back | OK ↵

0001 Copy — Printing... — System Monitor ►
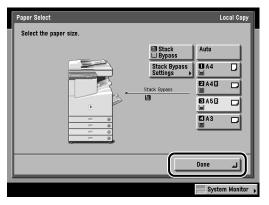
📝 NOTE

- *When placing paper other than a standard size, press [Free Size].*
- *When loading envelopes, press [Envelope].*
- *To select an inch series paper size, press [inch-size].*

3 Press [Done].

Paper Select — Local Copy

Select the paper size.

Stack Bypass	Auto
Stack Bypass Settings ►	1 A4
	2 A4R
Stack Bypass	3 A5R
	4 A3

Done ↵

System Monitor ►

The display returns to the Basic Features screen, and the selected paper size and type are displayed.

4 Press ⊙.

Copying starts.

📝 NOTE

- *To cancel all settings and return the machine to the Standard mode, press ⌀.*

Adjusting Exposure and Image Quality (Copy Exposure)

The exposure and image quality can be adjusted when the original is scanned.
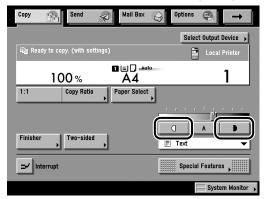
✎ NOTE

• You can also change the exposure while printing. (See "Changing the Exposure During Printing," on p. 1-38.)

Adjusting Copy Exposure

Use this procedure to manually adjust the copy exposure to the most appropriate level for the original.

1 **Place your originals, and press [◖] or [◗].**

Press [◖] and [◗] to move the indicator to the left to make the exposure lighter, or to the right to make the exposure darker.

2 **Press ⊙.**

Copying starts.

✎ NOTE

• To cancel all settings and return the machine to the Standard mode, press ⌫.

Selecting Image Quality

You can adjust image quality to the level best suited for the quality of text or photo originals. The following three modes are available for adjusting image quality:

Text Mode	Text/Photo Mode	Photo Mode

RES●RT PLAN

The world's coral reefs, where brilliantly colored fish and a myriad of other tropical creatures come together. Aptly nicknamed "Tropical Forests under the sea", these spots of breathtaking beauty serve as home to countless varieties of life, and to us of the land, this alluring, dream-like world forms a tropical paradise filled with romance.

RES●RT PLAN

The world's coral reefs, where brilliantly colored fish and a myriad of other tropical creatures come together.
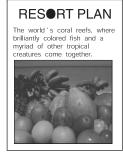
✋ IMPORTANT

• You must select only one of these modes. You cannot use a combination of these modes at one time.

✎ NOTE

• When you select the Text, Text/Photo, or Photo mode, the exposure can be adjusted only by Manual Exposure Control. Automatic Exposure Control cannot be selected.
• When the Photo Mode in Copy Settings is 'On,' you can select [Printed Image] or [Photo] after pressing the drop-down list. (See "Setting the Photo Mode for the Copy Function," on p. 3-9.)
• If the original is a transparency, select the Text, Text/Photo, or Photo mode, and adjust the exposure to the most appropriate level.

■ **Text Mode**

This mode is best suited for making copies from text originals. Blueprints or penciled originals can be copied clearly.
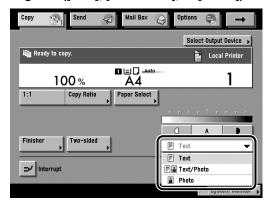
■ **Text/Photo Mode**

This mode is best suited for making copies from originals containing both text and photos.

■ **Photo Mode**

This mode is best suited for making copies from photos printed on photographic paper, or photo originals containing half-tones (i.e., printed photos).

Basic Copying

1
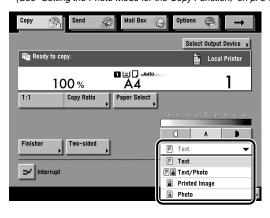
- *If you make copies of an original containing half-tones, such as a printed photograph using the Photo mode, moiré or screen clash may occur. If this happens, you can soften this moiré effect by using the Sharpness mode. (See "Making Sharp Contrast Copies (Sharpness)," on p. 2-75.)*

1 **Place your originals, and press the text drop-down list and select the type of originals ([Text], [Text/Photo], or [Photo]).**
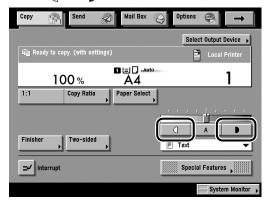
📝 NOTE
- *When the Photo Mode in Copy Settings is set to 'On,' you can select [Printed Image], or [Photo]. (See "Setting the Photo Mode for the Copy Function," on p. 3-9.)*

2 Press [◖] or [◗] to adjust the copy exposure.

Press [◖] or [◗] to move the indicator to the left to make the exposure lighter, or to the right to make the exposure darker.

3 Press ⊕.

Copying starts.

✎ NOTE
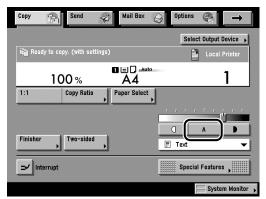
- *To cancel the copy exposure adjustment, press [A] (Automatic) located between [◖] and [◗].*
- *To cancel all settings and return the machine to the Standard mode, press ⟨⟩.*

Automatic Adjustment of Exposure and Image Quality

1 Place your originals, and press [A].

The exposure is automatically adjusted to the level best suited to the quality of the original.

📖 NOTE
- If the original is a transparency, you may not be able to use Automatic Exposure Control.
  In this case, use Manual Exposure Control.

2 Press ⊙.

Copying starts.
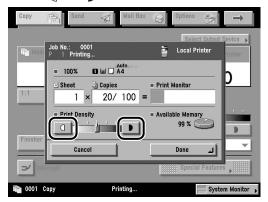
📖 NOTE
- To cancel all settings and return the machine to the Standard mode, press ✐.

Basic Copying

1

Changing the Exposure During Printing

The copy exposure can be changed while printing.

1 **Press [◖] or [◗] on the pop-up screen displayed while printing.**

Press [◖] or [◗] to move the indicator between the icons to the left to make the exposure lighter, or to the right to make the exposure darker.

The printing exposure changes. When printing is complete, the display returns to the Basic Features screen.

Adjusting the exposure after the printing has started, produces a different result than adjusting the exposure before scanning the original.

Changing the Copy Ratio (Copy Ratio)

You can set the machine to select the copy ratio automatically, or you can manually specify the copy ratio for a copy job.

Enlarging/Reducing Originals to a Standard Size (Preset Zoom)

You can enlarge or reduce standard sized originals to a different standard paper size.

🖐 IMPORTANT
- *Place your originals horizontally in the following cases:*
  - *When enlarging A4-size originals to A3-size paper.*
  - *When enlarging A5-sized originals to A3-size paper.*
- *When reducing A3-sized originals to A4-size with Auto Orientation set to 'Off,' place A4R-size paper in paper drawer 3, 4, or stack bypass.*

📝 NOTE
- *Placing an original horizontally, means placing the original with the longer side sideways.*

■ Reduce

The preset copy ratio when reducing copies is as follows:
- A3 ➔ A4   (70%)
- A3 ➔ A5   (50%)
- Minimum ratio (25%)
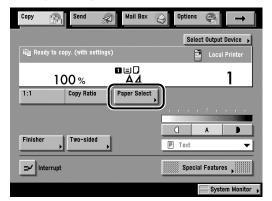
■ Enlarge

The preset copy ratio when enlarging copies is as follows:
- Maximum ratio*   (800%)
- •   (400%)
- A5 ➔ A3   (200%)
- A4 ➔ A3   (141%)
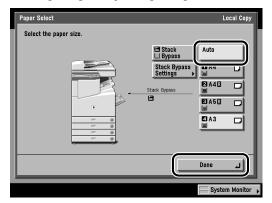
*Only when placed on the platen glass

1 **Place your originals, and press [Paper Select].**

2 **Select [Auto], and press [Done].**
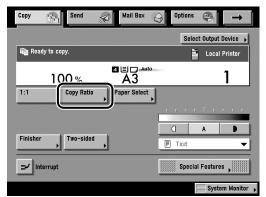
The display returns to the Basic Features screen.

🖉 NOTE

• *The default setting is 'Auto.'*

Basic Copying

1

3 Press [Copy Ratio].
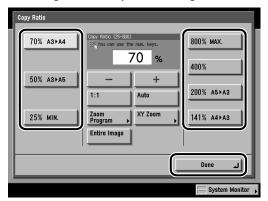
4 To reduce, select a preset reduction ratio.
To enlarge, select a preset enlargement ratio. Then, press [Done].

The display returns to the Basic Features screen, and the selected copy ratio is displayed.

5 Press ⊙.

Copying starts.

✍ NOTE
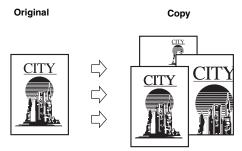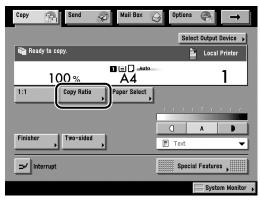
• *To return the copy ratio to 100%, press [1:1].*
• *To cancel all settings and return the machine to the Standard mode, press ⌧ .*

Specifying the Copy Ratio by Percentage (Zoom Designation)
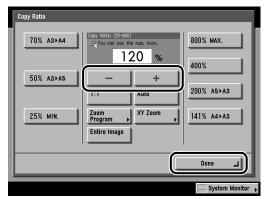
You can reduce or enlarge images by any copy ratio, in 1% increments. The available copy ratios are from 25% to 800% when the original is placed on the platen glass, and from 25% to 400% when the original is placed in the feeder.

Original   **Copy**

1 **Place your originals, and press [Copy Ratio].**

2 Set the copy ratio by pressing [–] or [+], and press [Done].

```
Copy Ratio
┌──────────────┐  Copy Ratio (25-800)        ┌──────────────┐
│ 70%  A3▶A4   │  ※ You can use the num. keys. │ 800% MAX.    │
└──────────────┘         120 %               └──────────────┘
                 ┌──────────┬──────────┐      ┌──────────────┐
┌──────────────┐ │    –     │    +     │      │ 400%         │
│ 50%  A3▶A5   │ └──────────┴──────────┘      └──────────────┘
└──────────────┘  ┌─────────┬──────────┐     ┌──────────────┐
                  │  1:1    │  Auto    │      │ 200%  A5▶A3  │
┌──────────────┐ └─────────┴──────────┘      └──────────────┘
│ 25%  MIN.    │ ┌─────────┐┌──────────┐      ┌──────────────┐
└──────────────┘ │ Zoom    ▶││ XY Zoom ▶│     │ 141%  A4▶A3  │
                 │ Program  ││          │     └──────────────┘
                 └─────────┘└──────────┘
                 ┌─────────┐
                 │Entire Image│
                 └─────────┘
                                  ┌──────────┐
                                  │  Done  ┘ │
                                  └──────────┘
                                  ┌──────────────┐
                                  │ System Monitor ▶│
```

You can also enter values using ⓪ - ⑨ (numeric keys).

If you enter the value with ⓪ - ⑨ (numeric keys), you can change the entered value by pressing [–] or [+].

The display returns to the Basic Features screen, and the selected copy ratio is displayed.

If you enter a value outside the setting range, a message prompting you to enter the appropriate value appears on the screen.

📝 NOTE

• If you make a mistake when entering a value, press ©, and enter the correct value.

3 Press ⊚.

Copying starts.

📝 NOTE

• To return the copy ratio to 100%, press [1:1].
• To cancel all settings and return the machine to the Standard mode, press ⟨✗⟩.

1

Basic Copying
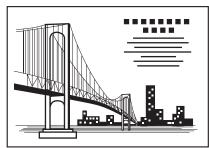
Automatically Setting the Copy Ratio Based on the Original and Copy Paper Sizes (Auto)

The machine automatically selects the appropriate copy ratio based on the size of the originals and the selected copy paper. The available copy ratios are from 25% to 800% when the original is placed on the platen glass, and from 25% to 400% when the original is placed in the feeder.

Original   Copy

![IMPORTANT icon] IMPORTANT
• When the machine is operating in the Auto mode, you cannot use the Automatic Paper Selection, and Image Repeat (Auto) modes.
• You cannot copy highly transparent originals, such as transparencies, in the Auto mode. Use the Preset Zoom or Zoom Designation modes.
• To use the Auto mode, your originals must conform to a standard paper size: A3, A4, A4R, A5, A5R, and A6R.
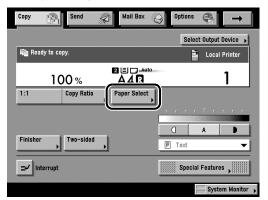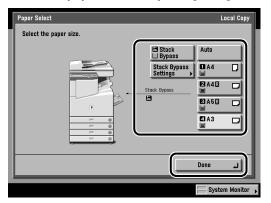
![NOTE icon] NOTE
• If an error occurs between the Auto Copy Ratio and the actual copy size, you can adjust this with the Zoom Fine Adjustment function. (See Chapter 3, "Selecting and Storing Settings to Suit Your Needs," in the Reference Guide.)

1 **Place your originals, and press [Paper Select].**
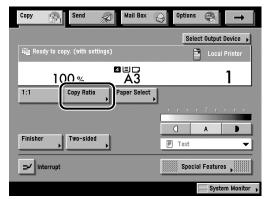
2 **Select the paper size, and press [Done].**
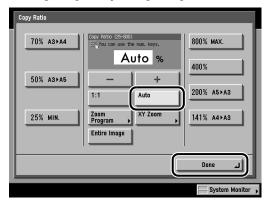
The display returns to the Basic Features screen.

🖐 IMPORTANT

• *Select a paper size other than [Auto]. If you select [Auto], the copy ratio will automatically be set to match the paper size loaded in paper drawer 1.*

3 Press [Copy Ratio].

4 Press [Auto], and press [Done].

The display returns to the Basic Features screen, and the selected copy ratio is displayed.

5 Press ⊙.

Copying starts.

✎ NOTE

- To return the copy ratio to 100%, press [1:1].
- To cancel this setting, press [Copy Ratio] ➜ [Auto] in this order.
- To cancel all settings and return the machine to the Standard mode, press ⌫.
- If the original is placed on the platen glass, the zoom ratio appears when the feeder is lowered, provided that the original size can be detected.
- If the original is placed in the feeder, the zoom ratio appears when ⊙ is pressed.

1

Basic Copying

Slightly Reducing Images to Prevent the Original Periphery from Being Trimmed (Entire Image)
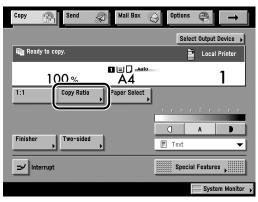
When copying an original onto the same size paper at a copy ratio of 100%, the original image may be trimmed slightly on the copy. However, if you set the Entire Image mode, the copied image is slightly reduced proportionately to the paper and image size. As a result, the entire image is reproduced without being trimmed.
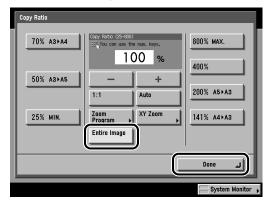
🖐 IMPORTANT
- *When the machine is operating in the Entire Image mode, you cannot use the Booklet, Frame Erase, Image Combination, Image Separation, Image Repeat, Mirror Image, and Page Numbering modes.*

1 Place your originals, and press [Copy Ratio].

2 Press [Entire Image], and press [Done].

The specified mode is set, and the display returns to the Basic Features screen.

3 Press ⊙.

Copying starts.

✎ NOTE
- *To cancel this setting, press [Copy Ratio] ➜ [Entire Image] in this order.*
- *To cancel all settings and return the machine to the Standard mode, press ⫽.*
- *Also, the Centre Shift mode is automatically set when you set the Entire Image mode.*

Calculating the Copy Ratio Based on the Original and Copy Paper Sizes (Zoom Program)
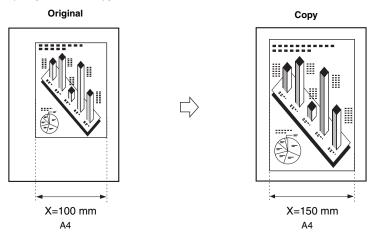
You can change the copy ratio by specifying the original size and the copy paper size in millimetres. The available copy ratios are from 25% to 800% when the original is placed on the platen glass, and from 25% to 400% when the original is placed in the feeder. The following two Zoom Programme modes are available.

✎ NOTE
- *The specified sizes are converted to the copy ratio (%) as follows:*
  - *Copy ratio (%) = (copy size ÷ original size) x 100*
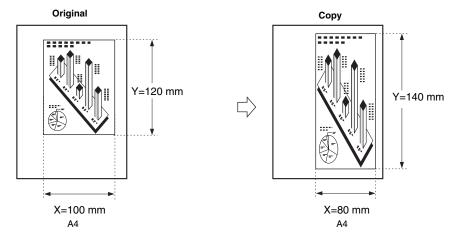
■ **Making copies with the same XY copy ratio (Zoom):**
Specify the same copy ratio for the vertical and horizontal directions.

Original

Copy

X=100 mm
A4

X=150 mm
A4
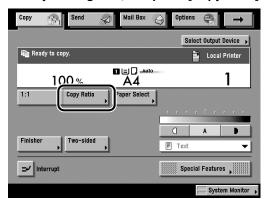
■ **Making copies with different XY copy ratios (XY Zoom):**
Specify different copy ratios for the vertical and horizontal directions.

Original

Copy

Y=120 mm

Y=140 mm

X=100 mm
A4

X=80 mm
A4

Basic Copying
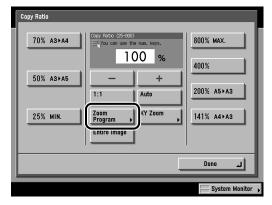
Making Copies with the Same XY Copy Ratio (Zoom)

1 Place your originals, and press [Copy Ratio].

2 Press [Zoom Program].
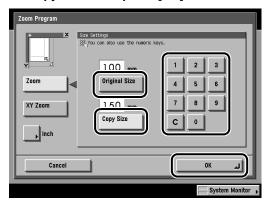
3 Press [Original Size] and enter the original size, and press [Copy Size] and enter the copy size. Then press [OK].

```
Zoom Program
                                    Size Settings
                                    ※ You can also use the numeric keys.
        X
    Y                                    100 mm        1   2   3
    Zoom                Original Size                  4   5   6
    XY Zoom                               150 mm       7   8   9
                        Copy Size                      C   0
        Inch
         Cancel                                    OK

                                          System Monitor
```

When entering values in millimetres, you can use ⓪ - ⑨ (numeric keys) and ⓒ.

Place the original on the platen glass if the zoom ratio is more than 400%.

The display returns to the Basic Features screen, and the selected copy ratio is displayed.

If the zoom ratio is less than 25%, a message appears telling you that the ratio will be adjusted to 25%. If it is more than 800%, a message appears telling you that the ratio will be adjusted to 800%.

📖 NOTE

- *You can enter either the width or the length of the original size. Make sure and enter the same type of measurement for the record size. (For example, if you enter the width of the original for [Original Size], enter the width of the record for [Copy Size].)*
- *The machine will automatically calculate the correct ratio based on your measurements, however, the original image may be trimmed slightly on the record depending on the paper size.*
- *If you make a mistake when entering values, press [C] on the touch panel display, and enter the values again.*
- *To specify the sizes of the horizontal direction (X) and the vertical direction (Y) independently, press [XY Zoom].*
- *If you want to enter values in inches, press [Inch]. Set the inch entry function to [On] in the Additional Functions beforehand. (See Chapter 3, "Selecting and Storing Settings to Suit Your Needs," in the Reference Guide.)*
- *For details on how to enter the values in inches, see Chapter 1, "Before You Start Using This Machine," in the Reference Guide.*

1

Basic Copying

4 Press ⊙.

Copying starts.

✐ NOTE
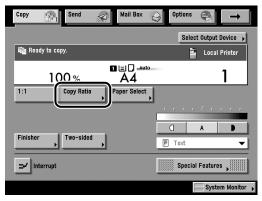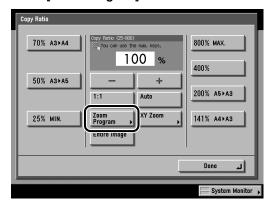
- *To return the copy ratio to 100%, press [1:1].*
- *To cancel this setting, press [Copy Ratio] ➔ [Zoom Program] ➔ [Cancel] in this order.*
- *To cancel all settings and return the machine to the Standard mode, press ⟦∕⟧.*

Making Copies with Different XY Copy Ratios (XY Zoom)

1 Place your originals, and press [Copy Ratio].
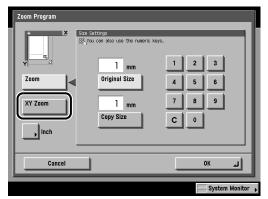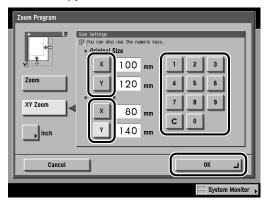
2 Press [Zoom Program].

3 Press [XY Zoom].

4 Press [X] (horizontal direction) and [Y] (vertical direction) for both the original size and the copy size, and enter each value for X and Y. Then press [OK].

When entering values in millimetres, you can use ⓪ - ⑨ (numeric keys) and Ⓒ.

Place the original on the platen glass if the zoom ratio is more than 400%.

The display returns to the Basic Features screen, and the selected copy ratio is displayed.

If the zoom ratio is less than 25%, a message appears telling you that the ratio will be adjusted to 25%. If it is more than 800%, a message appears telling you that the ratio will be adjusted to 800%.

5 Press ⊙.

Copying starts.

1

Basic Copying

Enlarging/Reducing Originals with Copy Ratios Set Independently for X and Y Axes (XY Zoom)

If you set the XY Zoom mode, you can make enlarged or reduced copies with different XY copy ratios. The available copy ratios are from 25% to 800% when the original is placed on the platen glass, and from 25% to 400% when the original is placed in the feeder. The following two XY Zoom modes are available:
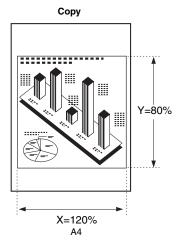
■ Manually specifying the copy ratio (XY Zoom):

You can manually specify the XY copy ratios in 1% increments.

Original

Copy

Enlarging and Reducing with Different XY Copy Ratios

Y=80%

X=120%

A4

A4

Basic Copying

1
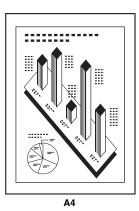
📎 NOTE

• If you set the copy ratio with the XY Zoom mode, the copy image computed from the original size and copy ratio is automatically rotated and copied to match the size of the selected paper.

■ **Automatically specifying the copy ratio (Auto XY Zoom):**
The XY copy ratio is automatically set to suit the size of the selected paper.
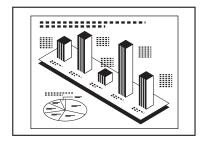
Original   **Copy**

A4R Selected

A4   A4R
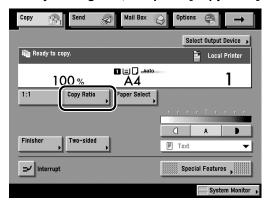
IMPORTANT

- *You cannot set the Auto XY Zoom mode in combination with the Image Repeat (Auto).*
- *You cannot copy highly transparent originals, such as transparencies, in the Auto XY Zoom mode.*
  To make such copies, specify the copy ratio.
- *If you set the Auto XY Zoom mode, select the paper size using Manual Paper Selection.*
  If you do not select the paper size, the copy ratio is automatically set to the size of the paper loaded in paper drawer 1.
- *When you set the copy ratio in Auto XY Zoom mode, Auto Orientation is not performed.*

NOTE
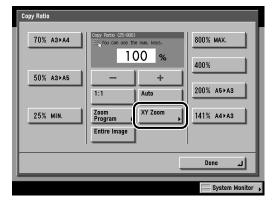
- *If you specify a magnification smaller than 25%, a message appears telling you to set it to 25%. If you specify a magnification larger than 800%, a message appears telling you to set it to 800%.*
- *If an error occurs between the Auto XY Zoom copy ratio and the actual copy size, you can perform an adjustment with the Zoom Fine Adjustment function. (See Chapter 3, "Selecting and Storing Settings to Suit Your Needs," in the Reference Guide.)*

Basic Copying

1

1 Place your originals, and press [Copy Ratio].

Copy	Send	Mail Box	Options	→

Select Output Device ▸

🖨 Ready to copy.   📄 Local Printer

☐ 🗐 ☐ ▪Auto
100 %   **A4**   **1**

1:1	Copy Ratio ▸	Paper Select ▸

◖ A ◗

🗐 Text ▾

Finisher ▸	Two-sided ▸

🔁 Interrupt   ▦ Special Features ▸ ▦

⬜ System Monitor ▸

2 Press [XY Zoom].

Copy Ratio

Copy Ratio (25-800)
✍ You can use the num. keys.
100 %

70% A3▸A4		800% MAX.
	–	+	400%
50% A3▸A5	1:1	Auto	200% A5▸A3
25% MIN.	Zoom Program ▸	XY Zoom ▸	141% A4▸A3
	Entire Image		

Done ⤶

⬜ System Monitor ▸
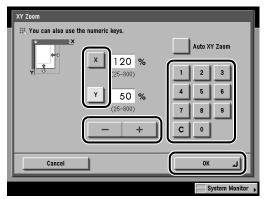
3 **Press [X] and enter its value. Press [Y] and enter its value. Then, press [OK].**

You can also enter values using ⓪ - ⑨ (numeric keys).

If you enter the ratio with ⓪ - ⑨ (numeric keys), you can change the entered value by pressing [–] or [+].

Place the original on the platen glass if the zoom ratio is more than 400%.

The display returns to the Basic Features screen, and the selected copy ratio is displayed.

If you enter a value outside the setting range, a message prompting you to enter the appropriate value appears on the screen.

✋ IMPORTANT
- *Select a paper size other than [Auto] when setting [Auto XY Zoom]. If you select [Auto], the copy ratio is automatically set to the size of the paper in paper drawer 1.*

📝 NOTE
- *If you make a mistake when entering values, press [C] on the touch panel display, and enter the correct values.*
- *When you select [Auto XY Zoom], <X: Auto%> and <Y: Auto%> will be displayed as the copy ratios on the Basic Features screen, in the following cases:*
  - *An original is placed in the feeder.*
  - *An original whose size cannot be detected is placed on the platen glass.*

4 Press ⊙.

Copying starts.

📝 NOTE

- *To return the copy ratio to 100%, press [1:1].*
- *To cancel this setting, press [Copy Ratio] ➔ [XY Zoom] ➔ [Cancel] in this order.*
- *To cancel all settings and return the machine to the Standard mode, press ⊘ .*
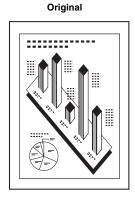
1

Basic Copying

Collating Copies (Finisher)

The Finisher mode can be selected to collate copies in various ways, either by pages or copy sets. The copied paper is output as face down.

✎ NOTE
- When envelopes, tracing paper, transparencies, or labels are selected, the Finisher functions cannot be set.
- When heavyweight paper, letterhead, or bond is selected, the Staple or Hole Punch mode cannot be set.

Below is a list of the finishing functions and paper sizes available for each optional unit.

✔: Setting available　　−: Setting unavailable
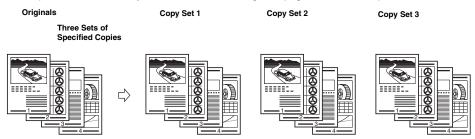
Optional units	Offset	Rotate	Staple			Hole Punch
			Corner	Double	Saddle Stitch	
None	–	✔ A4, A4R, A5, A5R	–	–	–	–
Finisher-J1	✔ A3, A4, A4R, A5	–	✔*2 A3: 15 sheets; A4, A4R: 30 sheets	–	–	–
Inner 2way Tray-A1	–	✔ A4, A4R, A5, A5R	–	–	–	–
Copy Tray-F1						
Saddle Finisher-G1						–
Puncher Unit-J1	✔*1 A3, A4, A4R, A5	✔*1 A4, A4R, A5, A5R	✔ A3: 25 sheets; A4, A4R: 50 sheets	✔ A3: 25 sheets; A4, A4R: 50 sheets	✔ A3, A4R: 10 sheets	✔ A3, A4, A4R: 2 holes;
Puncher Unit-G1						✔ A3, A4: 4 holes;

*1 If Tray A is selected as a designated tray from the Additional Functions screen ➜ Common Settings ➜ Tray Designation screen, Offset is applied. If it is not selected, Rotate is applied.

*2 Stapling position cannot be selected.

■ When <Collate> is set:
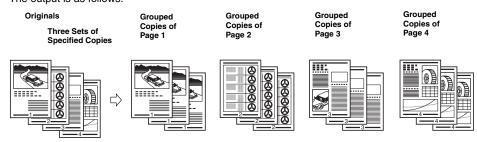
The copies are automatically collated into sets arranged in page order. The output is as follows:

Originals

Three Sets of Specified Copies

Copy Set 1

Copy Set 2

Copy Set 3

■ When <Group> is set:
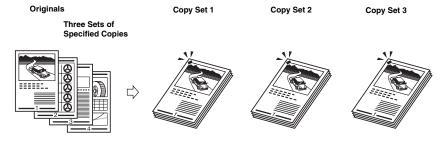
All copies of the same original page are automatically collated and grouped together.
The output is as follows:

Originals

Three Sets of Specified Copies

Grouped Copies of Page 1

Grouped Copies of Page 2

Grouped Copies of Page 3

Grouped Copies of Page 4

■ When <Staple> is set:
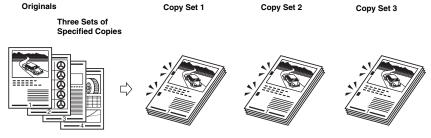
The copies are automatically collated into sets arranged in page order and automatically stapled.
The output is as shown below.
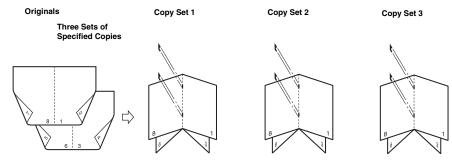
• If you select [Corner] (Top Left Staple):

Originals

Three Sets of Specified Copies

Copy Set 1

Copy Set 2

Copy Set 3

• If you select [Double] (Left Staple):

Originals
Three Sets of Specified Copies

Copy Set 1

Copy Set 2

Copy Set 3

• If you select [Saddle Stitch]:

Originals
Three Sets of Specified Copies

Copy Set 1

Copy Set 2

Copy Set 3

IMPORTANT
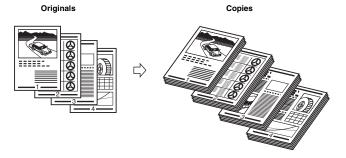
• You cannot select the position to be stapled when the Finisher-J1 (optional) is attached. (See Chapter 8, "Appendix," in the Reference Guide.)
• When the machine is operating in the Saddle Stitch mode, you cannot use the Remote and Cascade copy, Hole Punch, Two-page Separation, Cover/Sheet Insertion, Image Combination, Image Separation, Booklet, Transparency Interleaving, Form Composition, and Page Numbering modes.
• Folds may appear differently depending on the type or quantity of paper.

NOTE

• Place the originals to be finished into a booklet in page order, as shown in the illustration above. (See "Making Copies for Use as a Booklet (Booklet)," on p. 2-12.)
• [Saddle Stitch] can only be set when the 1▶2-Sided or 2▶2-Sided mode is selected. (See "Two-Sided Copying (Two-Sided)," on p. 1-75.)
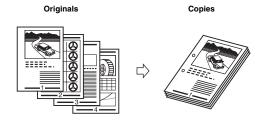
■ **When <Non-Collate> is set:**
If neither Collate, Group, nor Staple Mode is set, copies are output as shown below.

Originals   Copies
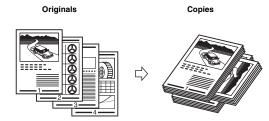
■ **When <Hole Punch> is set:**
The machine punches 2 or 4 holes in the copied sheets.

Originals   Copies
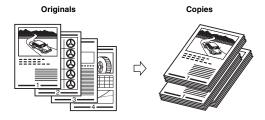
■ **When <Rotate> is set:**
If originals of the same size are placed, the pages are aligned, and the copy sets are output in alternating directions.

Originals   Copies
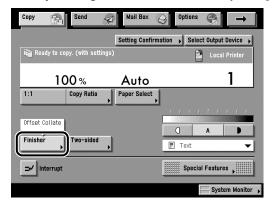
■ **When <Offset> is set:**
Copy sets are shifted alternately to the front and back.

Originals   Copies
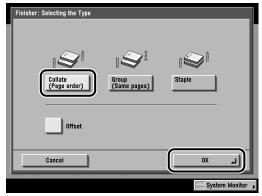
Collating Copies into Sets in Page Order (Collate)

1 **Place your originals in the feeder, and press [Finisher].**
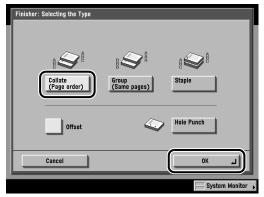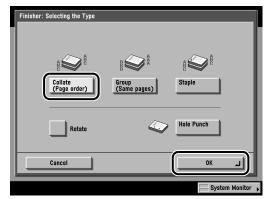
✎ NOTE

• When Auto Collate is set to 'On,' the Collate mode or the Offset Collate mode is automatically set when you place the originals in the feeder. (See "Setting Automatic Collate," on p. 3-5.)

2 **Press [Collate (Page order)], and press [OK].**

When Finisher-J1 is attached

Finisher: Selecting the Type

Collate
(Page order)   Group
(Same pages)   Staple

Offset   Hole Punch

Cancel   OK

System Monitor

**When Saddle Finisher-G1 and Puncher Unit-J1/G1 are
attached, and Tray A exit slot is selected**

Finisher: Selecting the Type

Collate
(Page order)   Group
(Same pages)   Staple

Rotate   Hole Punch

Cancel   OK

System Monitor

**When Saddle Finisher-G1 and Puncher Unit-J1/G1 are
attached, and Tray A exit slot is not selected**

Finisher: Selecting the Type

Collate
(Page order)   Group
(Same pages)

Rotate

Cancel   OK

System Monitor

**When Finisher is not attached, or when only Inner 2way
Tray-A1 is attached**

When you want hole punches made, press [Hole Punch].

● **When you select [Rotate]:**

Press [Next] and select [Auto] or [A4], [A4R], [A5], or [A5R] paper. Then press [OK].

Only press [OK] if:
- The available paper size is selected manually
- The available paper size is loaded in both the horizontal and vertical directions
- Drawer Eligibility for APS/ADS for the paper drawers loaded with the available paper size is set to 'On.' (See Chapter 3, "Selecting and Storing Settings to Suit Your Needs," in the Reference Guide.)

The specified mode is set, and the display returns to the Basic Features screen.

🖑 IMPORTANT

• *If you select [Auto] after selecting Rotate, make sure you select a paper size that can be rotated. If you do not, the paper might not be rotated and collated. A4, A4R, B5, B5R, A5 and A5R papers can be rotated.*
• *If the papersize that cannot be rotated is selected, or the rotatable paper is ran out, the output are collated.*

3 Press ⊙.

When the original is placed on the platen glass, follow the instructions that appear on the touch panel display. Press ⊙ one time for each original. When scanning is complete, press [Done].

Copying starts.

✐ NOTE

• *To cancel this setting, press [Finisher] ➔ [Cancel] in this order.*
• *To cancel all settings and return the machine to the Standard mode, press ⫽ .*
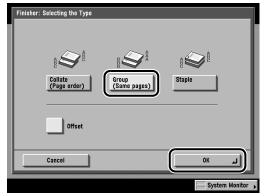
Collating Copies into Groups of the Same Page (Group)

1 **Place your originals in the feeder, and press [Finisher].**
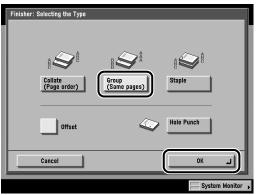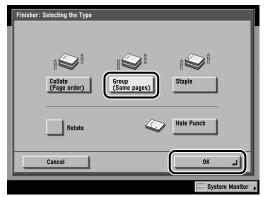
✏️ NOTE

- When Auto Collate is set to 'On,' the Collate mode or the Offset Collate mode is automatically set when you place the originals in the feeder. (See "Setting Automatic Collate," on p. 3-5.)

2 **Press [Group (Same pages)], and press [OK].**
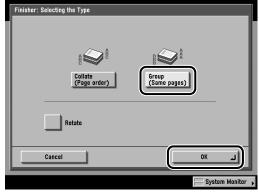
When Finisher-J1 is attached

When Saddle Finisher-G1 and Puncher Unit-J1/G1 are attached, and Tray A exit slot is selected

When Saddle Finisher-G1 and Puncher Unit-J1/G1 are attached, and Tray A exit slot is not selected

When Finisher is not attached, or when only Inner 2way Tray-A1 is attached

When you want hole punches made, press [Hole Punch].

● **When you select [Rotate]:**

Press [Next] and select [Auto] or [A4], [A4R], [A5], or [A5R] paper. Then press [OK].

Only press [OK] if:
- The available paper size is selected manually.
- The available paper size is loaded in both the horizontal and vertical directions.
- Drawer Eligibility for APS/ADS for the paper drawers loaded with the available paper size is set to 'On.' (See Chapter 3, "Selecting and Storing Settings to Suit Your Needs," in the Reference Guide.)

The specified mode is set, and the display returns to the Basic Features screen.

🖐 IMPORTANT

• *If you select [Auto] after selecting Rotate, make sure you set a paper size that can be rotated. If you do not, the paper might not be rotated and collated.*
• *If the papersize that cannot be rotated is selected, or the rotatable paper is ran out, the output are collated.*

3 Press ⊙.

When the original is placed on the platen glass, follow the instructions that appear on the touch panel display. press ⊙ one time for each original. When scanning is complete, press [Done].

Copying starts.

✐ NOTE

• *To cancel this setting, press [Finisher] ➔ [Cancel] in this order.*
• *To cancel all settings and return the machine to the Standard mode, press ⟨⟩.*

Collating Pages and Stapling (Staple)

1 **Place your originals in the feeder, and press [Finisher].**

| Copy | Send | Mail Box | Options | → |

Setting Confirmation ▸ | Select Output Device ▸

Ready to copy. (with settings) | Local Printer

100 % | Auto | 1

| 1:1 | Copy Ratio ▸ | Paper Select ▸ |

Offset Collate

| Finisher ▸ | Two-sided ▸ |

◖ | A | ◗

Text ▾

Interrupt | Special Features ▸

System Monitor ▸

📝 NOTE

• When Auto Collate is set to 'On,' the Collate mode or the Offset Collate mode is automatically set when you place the originals in the feeder. (See "Setting Automatic Collate," on p. 3-5.)

2 **Press [Staple].**

Finisher: Selecting the Type

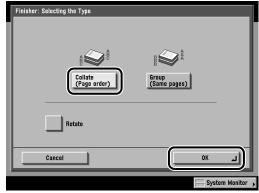| Collate (Page order) | Group (Same pages) | Staple |

Offset

| Cancel | OK ↵ |

System Monitor ▸

When Finisher-J1 is attached

When Saddle Finisher-G1 and Puncher Unit-J1/G1 are attached, and Tray A exit slot is selected

When Saddle Finisher-G1 and Puncher Unit-J1/G1 are attached, and Tray A exit slot is not selected
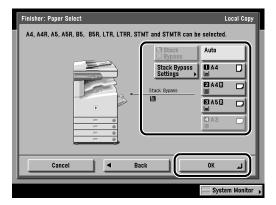
When you want hole punches made, press [Hole Punch].

● **When you select [Staple] with the Finisher-J1 attached:**
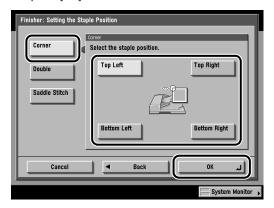
Press [OK].
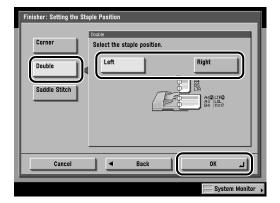
When the Finisher-J1 is attached, the saddle stitch position cannot be selected.
For details of the saddle stitch position, see Chapter 8, "Appendix," in the Reference Guide.

● **When you select [Staple] with the Saddle Finisher-G1 attached:**
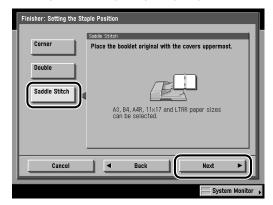
Press [Next], select the type of staple ([Corner], [Double], or [Saddle Stitch]) and the stapling position, and press [OK].
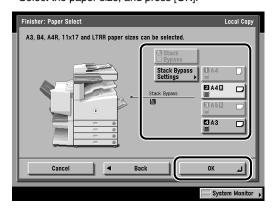
If you select [Saddle Stitch]:
- Press [Saddle Stitch], and press [Next].

- Select the paper size, and press [OK].

The specified mode is set, and the display returns to the Basic Features screen.

✎ NOTE
• You can adjust the saddle stitch position. (See Chapter 3, "Selecting and Storing Settings to Suit Your Needs," in the Reference Guide.)

3 Press ⊙.

When the original is placed on the platen glass, follow the instructions that appear on the touch panel display. Press ⊙ one time for each original. When scanning is complete, press [Done].
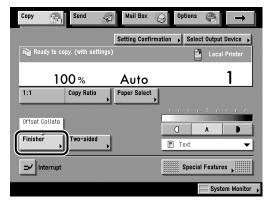
Copying starts.

📝 NOTE
- *To cancel this setting, press [Finisher] ➔ [Cancel] in this order.*
- *To cancel all settings and return the machine to the Standard mode, press ⟦⫽⟧.*

1

Basic Copying

Two-Sided Copying (Two-Sided)

This mode enables you to make two-sided copies from one-sided originals or one-sided copies from two-sided originals.

IMPORTANT

- *When the machine is operating in the Two-Sided mode, you cannot use the Two-Page Separation, Image Combination, Image Separation, Booklet, and Transparency Interleaving modes.*
- *When the machine is operating in the Book▶2-Sided mode, you cannot use the Saddle Stitch, Cover/Sheet Insertion, Different Size Originals, Binding Erase, and Image Repeat modes, in addition to the modes mentioned above.*
- *Non-standard sized paper cannot be used to make two-sided copies.*

NOTE

- *When copying in the Two-Sided mode, align the top edge of the original with the back edge of the platen glass by the arrow on the left side, or with the back edge of the feeder.*
- *The Two-Sided mode that you have set is displayed above [Two-sided] on the Basic Features screen.*
- *Paper used to make two-sided copies must conform to the following specifications:*
  - *Paper size: A3, A4, A4R, and A5R (Envelopes cannot be printed on both sides.)*
  - *Paper weight: 64 g/m^2 to 80 g/m^2*
- *When combined with the Different Size Originals mode, two-sided copying cannot be performed. The different-sized originals will be printed as one-sided copies to their respective sizes of paper. If you want to make copies on both sides of paper with different-sized originals, make sure to select the paper size you want to print on, before printing. (See "Selecting the Copy Paper Size (Paper Select)," on p. 1-27.)*
- *There are some types of paper which may meet the above specifications, but cannot be used to make two-sided copies.*

■ **Making Two-Sided Copies from One-Sided Originals (1▶2-Sided)**

This feature enables you to make two-sided copies from one-sided originals.

■ **Making Two-Sided Copies from Two-Sided Originals (2▶2-Sided)**

This feature automatically turns over two-sided originals placed in the feeder to make two-sided copies.

■ **Making One-Sided Copies from Two-Sided Originals (2▶1-Sided)**

This feature automatically turns over two-sided originals placed in the feeder to make one-sided copies.

■ **Making Two-Sided Copies from Facing Pages in a Book (Book▶2-Sided)**
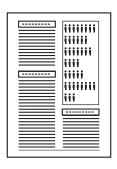
This feature enables you to make two-sided copies from facing pages, or the front and back sides of a page in a bound original, such as a book or a magazine.

Making Two-Sided Copies from One-Sided Originals (1▶2-Sided)

This feature enables you to make two-sided copies from one-sided originals.

Originals   **Copy**
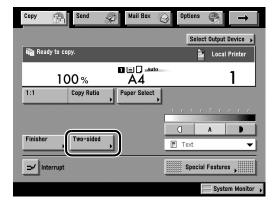
🖐 IMPORTANT
• Place the originals horizontally when copying A4R or A5R-size originals.
  If these originals are placed vertically, the back sides of the copies will be printed upside down.
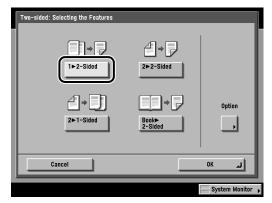
📎 NOTE
• If there are an odd number of originals, the back of the last print is left blank.
  (The machine's counter does not count the blank page as a copy.)
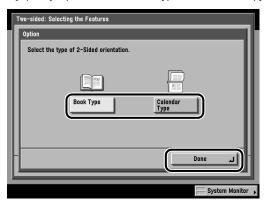
1 Place your originals, and press [Two-sided].

2 Press [1▶2-Sided].
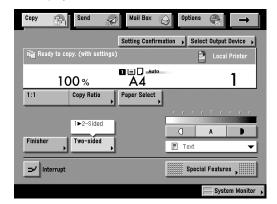
If [Option] is pressed, select the type of two-sided copy, and press [Done].

3 Press [OK].

The display returns to the Basic Features screen, and <1▸2-Sided> is displayed above [Two-sided].

4 Press ⦿.

When the original is placed on the platen glass, follow the instructions that appear on the touch panel display. Press ⦿ one time for each original. When scanning is complete, press [Done].
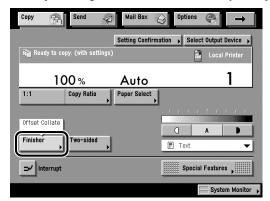
Copying starts.

✎ NOTE

- *To cancel this setting, press [Two-sided] ➔ [Cancel] in this order.*
- *To cancel all settings and return the machine to the Standard mode, press ⌗ .*

Making Two-Sided Copies from Two-Sided Originals (2▶2-Sided)

This feature automatically turns over two-sided originals placed in the feeder to make two-sided copies.

Original

Copy

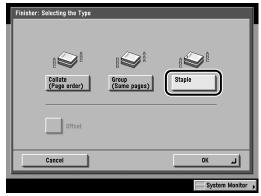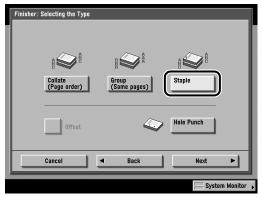## *1* Place your originals in the feeder, and press [Two-sided].

NOTE

- When Auto Collate is set to 'On,' the Collate mode or the Offset Collate mode is automatically set when you place the originals in the feeder. (See "Setting Automatic Collate," on p. 3-5.)
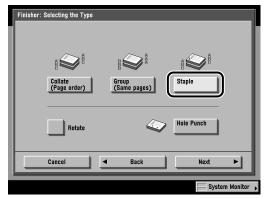
2 Press [2▶2-Sided].
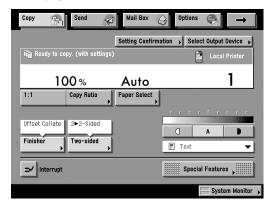
If [Option] is pressed, select the type of two-sided orientation for both the original and the copy. Then, press [Done].

3 Press [OK].

The display returns to the Basic Features screen, and <2▶2-Sided> is displayed above [Two-sided].

```
┌─────────────────────────────────────────────────────────┐
│  Copy       Send       Mail Box      Options       →       │
│  ┌──────────────────────────────────────────────────────┐ │
│  │          Setting Confirmation ▸  Select Output Device ▸│ │
│  │  📠 Ready to copy. (with settings)    📄 Local Printer  │ │
│  │                                                        │ │
│  │        100 %      Auto              1                  │ │
│  │  1:1       Copy Ratio ▸  Paper Select ▸                │ │
│  │                                                        │ │
│  │  Offset Collate  2▶2-Sided                             │ │
│  │  Finisher ▸  Two-sided ▸      ◖   A   ◗                │ │
│  │                              📄 Text            ▼      │ │
│  │  ☑ Interrupt        ▨ Special Features ▸                │ │
│  │                         ▭ System Monitor ▸             │ │
│  └──────────────────────────────────────────────────────┘ │
└─────────────────────────────────────────────────────────┘
```

4 Press ⊙.

When the original is placed on the platen glass, follow the instructions that appear on the touch panel display. Press ⊙ one time for each original. When scanning is complete, press [Done].

Copying starts.

✎ NOTE
  • *To cancel this setting, press [Two-sided] → [Cancel] in this order.*
  • *To cancel all settings and return the machine to the Standard mode, press ⌧ .*

1

Basic Copying

Two-Sided Copying (Two-Sided)   **1-81**

Making One-Sided Copies from Two-Sided Originals (2▶1-Sided)

This feature automatically turns over two-sided originals placed in the feeder, to make one-sided copies.

Original   **Copies**

🖑 IMPORTANT
- Place the originals horizontally when copying A4R and A5R-size originals. If these originals are placed vertically, the back sides of the copies will be printed upside down.

📝 NOTE
- To copy two-sided originals placed on the platen glass, use the Job Build mode. (See "Copying Separately-Set Originals (Job Build)," on p. 2-52.)

1 Place your originals in the feeder, and press [Two-sided].
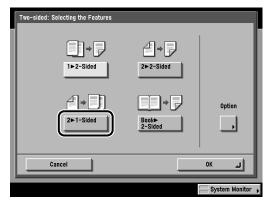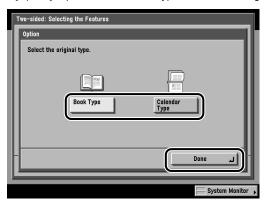
📝 NOTE
- When Auto Collate is set to 'On,' the Collate mode or the Offset Collate mode is automatically set when you place the originals in the feeder. (See "Setting Automatic Collate," on p. 3-5.)

2 Press [2▶1-Sided].
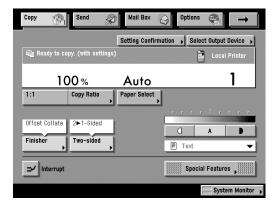
If [Option] is pressed, select the type of two-sided original, and press [Done].

Basic Copying

1

3 Press [OK].

The display returns to the Basic Features screen, and <2▶1-Sided> is displayed above [Two-sided].

4 Press ⊙.

Copying starts.

✎ NOTE

- To cancel this setting, press [Two-sided] → [Cancel] in this order.
- To cancel all settings and return the machine to the Standard mode, press ⟨⟩.

# Making Two-Sided Copies from Facing Pages in a Book (Book▶2-Sided)

This feature enables you to make two-sided copies from facing pages or the front and back sides of a page in a bound original, such as a book or a magazine.

⚠ IMPORTANT
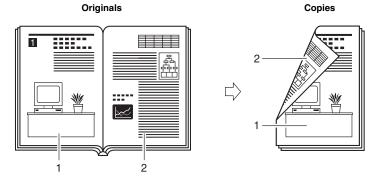
- *Place the originals on the platen glass. You cannot use the Book▶2-Sided mode when the original is placed in the feeder.*
- *When using this feature, select A4-size paper.*
- *When copying with the Front/Back Two-Sided mode, the front side of the first two-sided page and the back side of the last two-sided page, are left blank. (The machine's counter does not count the blank pages as copies.)*
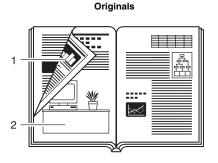
■ Left/Right Two-Sided
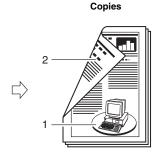
This feature enables you to make two-sided copies from two facing pages in a bound original.

Originals   **Copies**
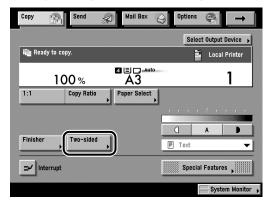
■ Front/Back Two-Sided

This feature enables you to make two-sided copies from the front and the back side of a page.

Originals   **Copies**

Basic Copying

1
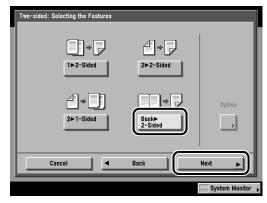
1 Place your original on the platen glass, and press [Two-sided].
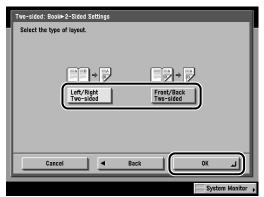
If you want to make copies in page order, begin copying from the first page and work your way forward.

Place the original face down, so that its top edge is aligned with the back edge of the platen glass.

2 Press [Book ▶ 2-Sided], and press [Next].
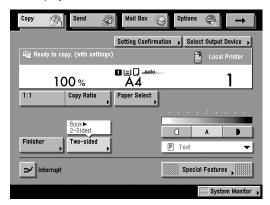
3 Select the type of two-sided layout, and press [OK].

Types of layouts are as follows:
- If you select [Left/Right Two-sided], the left and right pages of a book or magazine are copied onto the front and back sides of a single sheet.
- If you select [Front/Back Two-sided], the front and back sides of a page are copied onto the front and back sides of a single sheet.

The display returns to the Basic Features screen, and <Book ▶ 2-Sided> is displayed above [Two-sided].

4 Press ⊙.

To scan the next two facing pages, place the original, and press ⊙. When scanning is complete, press [Done].

Copying starts.

✎ NOTE
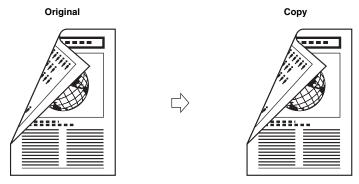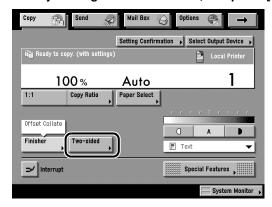- *To cancel this setting, press [Two-sided] → [Cancel] in this order.*
- *To cancel all settings and return the machine to the Standard mode, press ⟦⟧.*
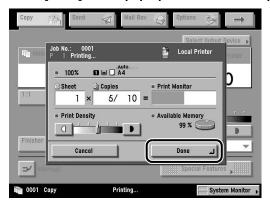
Reserved Copying

You can select copy settings and scan originals even if the machine is currently printing.
Your scanned documents are processed after the current job is completed.

🖉 NOTE
- *You can reserve up to five copy jobs for the Copy function, including the current job. Interrupt copy jobs are not included in this count.*
- *You can set a different modes for each job.*

1 **Press [Done] on the pop-up screen that is displayed while printing.**

If the job displayed on the touch panel display is a function other than a Copy function, press [Done].
Then, press [Copy] to display the Basic Features screen.

🖉 NOTE
- *To reserve a copy job with the same settings as the previous copy job, place the original and, without pressing [Done], Press ⊙ to start scanning.*

2 **Place your originals, and select the desired copy modes.**
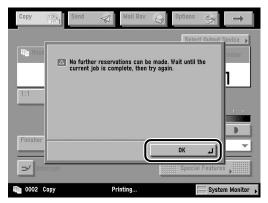
🖉 NOTE
- *To cancel only the copy mode, press ⁄.*

3 Press ⊙ to scan your originals.

Scanning starts.

If the following screen is displayed, press [OK]. After the current job is complete, repeat the operation.

Interrupting the Current Job to Make Priority Copies (Interrupt Mode)

The Interrupt mode enables you to interrupt a reserved or current job long enough to make higher priority copies. This mode is useful if you need to make a rush copy during a long copy job.

⚠ IMPORTANT
• If you select Interrupt mode, you cannot use the Remote Copying and Cascade Copying modes.
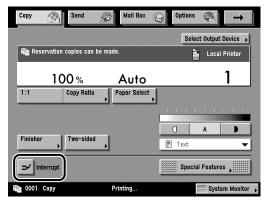
✎ NOTE
• You can make interrupt copies, if the machine is ready to scan.

1 Press [Interrupt].

If you want to make copies after changing the Department ID while Department ID Management is enabled, press ⓘ, and enter the Department ID and Password. (See Chapter 1, "Before You Start Using This Machine," in the Reference Guide.)

✎ NOTE
• When you press [Interrupt], the job being processed is not interrupted until the interrupt copy starts printing.

2 Place your originals, and select the desired copy modes.

✎ NOTE

- *To cancel the Interrupt mode, press [Interrupt].*
- *To cancel the copy mode only, press ⬛. (The Interrupt mode will not be cancelled.)*

3 Press ⊙.

When the Interrupt mode starts, [Interrupt] is displayed in grey.

Once the original is scanned, remove it from the machine.

When the interrupt copy job is complete, the interrupted printing operation restarts.

✎ NOTE

- *To continue making copies in the Interrupt mode, you must wait until the current interrupt copy job is complete. Then, repeat the process.*

1

Basic Copying

Checking a Sample Set Before Copying (Sample Set)

Before making multiple copies, you can check the copy result by using the Sample Set mode.

📛 IMPORTANT
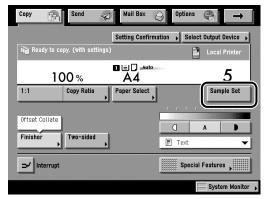
- [Sample Set] is displayed only when you set to make multiple copies in the Collate, Offset Collate, Rotate Collating, Staple, Cover/Sheet Insertion, or Booklet modes. [Sample Set] is not displayed when you set the Group mode.
- If you select [Sample Set], you cannot use the Remote Copying and Cascade Copying modes.

📝 NOTE
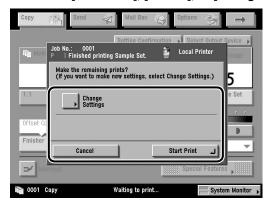
- The machine's counter counts the sample print as a print.

1 Place your originals, and select the desired copy modes.

2 Press [Sample Set], and press ⊙.

The Sample Set printing starts, and one copy set is made.
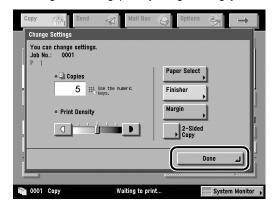
3 **Check the output sheet to make sure it has been copied correctly,
and select [Start Print], [Cancel], or [Change Settings].**

To make the remaining copies, press [Start Print].

To cancel copying, press [Cancel].

To change the setting, press [Change Settings], set a new mode, and press [Done].

To change the number of copies, use ⓪ - ⑨ (numeric keys).

To change the exposure, press [◁] or [▶].
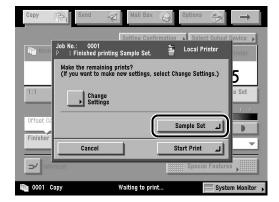
To make two-sided copies, press [2-Sided Copy].

To select the copy paper, press [Paper Select]. (See "Selecting the Copy Paper Size (Paper Select),"
on p. 1-27.)

To collate the copied papers, press [Finisher]. (See "Collating Copies (Finisher)," on p. 1-60.)

To set a margin for binding, press [Margin]. (See "Making Copies with Margins (Margin)," on p. 2-25.)
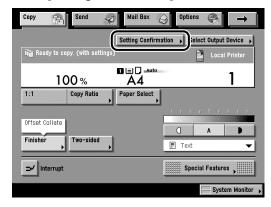
When you change the copy settings, the machine starts to print from the first set.

To copy another sample set, press [Sample Set]. Repeat the procedure.

Checking the Copy Mode Settings
(Setting Confirmation)

When copy mode settings are selected, you can check the current settings in a list.

1 **Press [Setting Confirmation] on the Basic Features screen.**

The display shows the Setting Confirmation screen of the selected copy mode settings.

2 Check the settings, and press [Done].

When 10 or more copy modes have been set, use [▼] to bring up the next screen.
To return to the previous screen, press [▲].

The display returns to the Basic Features screen.

✎ NOTE
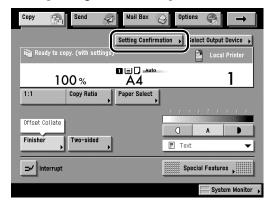
• *The <▶> mark on some keys indicates there are additional screens for setting their functions.*
  Press the key to see the other functions.

Changing or Cancelling a Selected Copy Mode
(Setting Confirmation/Cancel)
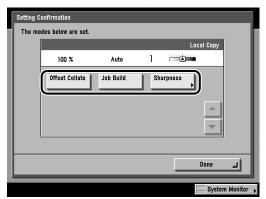
Use the Setting Confirmation screen to change or cancel selected functions.

1 **Press [Setting Confirmation] on the Basic Features screen.**

The display shows the Setting Confirmation screen of the selected copy mode settings.

2 Press the key of the copy mode to be changed or cancelled.

When 10 or more copy modes have been set, use [▼] to bring up the next screen.
To return to the previous screen, press [▲].

The selected copy mode settings screen appears.
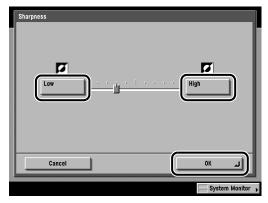
✍ NOTE

• The <▶> mark on some keys, indicates there are additional screens for setting their functions. Press the key to see the other functions.
• To cancel a setting for a key which does not have <▶> displayed, press the key, and press [Done].

● **To change a mode (example: Sharpness):**
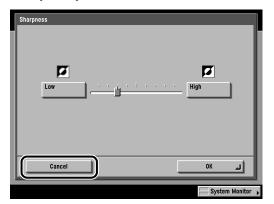
Perform the same steps as when setting the mode. Change the setting as you desire, and press [OK].

The display returns to the Setting Confirmation screen.

● **To cancel a mode:**

Press [Cancel].

The display returns to the Setting Confirmation screen.

3 **Press [Done].**

The display returns to the Basic Features screen.

Additional Copy Functions

2

This chapter describes more advanced copy functions.

2. Additional Copy Functions

2

Additional Copy Functions

Copying Facing Pages in a Book on Two Separate Sheets of Paper (Two-Page Separation)

This feature enables you to copy facing pages in a book or a magazine onto separate sheets of paper.

Originals   **Copies**

⚠ IMPORTANT
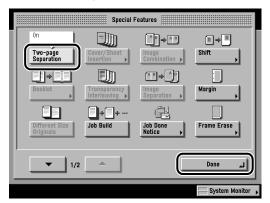
- *When the machine is operating in the Two-Page Separation mode, you cannot use the Saddle Stitch, Two-Sided, Cover/Sheet Insertion, Image Combination, Image Separation, Booklet, Transparency Interleaving, Different Size Originals, Binding Erase, and Image Repeat modes.*
- *Place the original on the platen glass. The Two-Page Separation mode cannot be used when the original is placed in the feeder.*
- *When copying facing pages in a book, select the Book▶2-Sided mode. (See "Making Two-Sided Copies from Facing Pages in a Book (Book▶2-Sided)," on p. 1-85.)*

1 Place your original on the platen glass, and press [Special Features].

If you want to make copies in page order, begin copying from the first page, and work your way forward.

Place the original face down with the original's top edge aligned with the back edge of the platen glass.

2 Press [Two-page Separation], and press [Done].

The specified mode is set, and the display returns to the Basic Features screen.

3 Press ⊙.

Copying starts.

✎ NOTE

- To cancel this setting, press [Special Features] ➔ [Two-page Separation] in this order.
- To cancel all settings and return the machine to the Standard mode, press ⟆.

Adding Front and Back Covers, Sheet Insertions, and Chapter Pages to Copy Sets
(Cover/Sheet Insertion)

This function enables you to programme the machine to automatically add front and back covers, sheet insertions, or chapter pages using a different type of paper stock from what is used for the main text. In addition, you may also copy on the front and back covers and the sheet insertions.

🖐 IMPORTANT
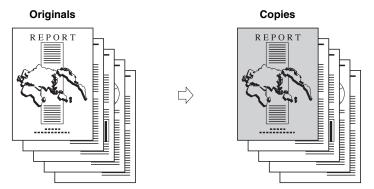
- When the machine is operating in the Cover/Sheet Insertion mode, you cannot use the Group, Offset Group, Rotate Collating, Rotate Grouping, Saddle Stitch, Book▶2-Sided, Two-Page Separation, Image Combination, Image Separation, Booklet, Transparency Interleaving, Image Repeat, Mirror Image, and Form Composition modes.
- If you use Different Size Originals with Auto Paper Selection, you cannot select the Cover/Sheet Insertion mode.
- If you use Cover/Sheet Insertion with the remote or cascade copy mode, Auto Orientation is not performed.
- When the Finisher-J1 (optional) is attached, you cannot staple more than 30 sheets (A4 and A4R), or 15 sheets (A3) of output paper, including sheet insertions.
- When the Saddle Finisher-G1 (optional) is attached, you cannot staple more than 50 sheets (A4 and A4R), or 25 sheets (A3) of output paper, including sheet insertions.

✎ NOTE

- When copying on the front cover, back cover, or sheet insertions, these sheets are included in the count of the total number of copies. If these sheets remain blank, however, they are not included in the count of the total number of copies.
- Chapter pages are included in the count of the total number of copies.

2

Additional Copy Functions
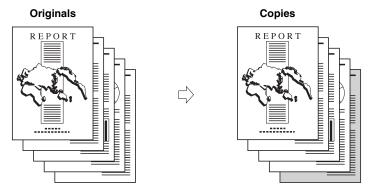
■ **Front Cover**
Adds a front cover sheet to each set of copies. You may also copy on this cover sheet.

Originals   **Copies**

Printed front cover, selected in the Cover/Sheet Insertion mode.

■ **Back Cover**
Adds a back cover sheet to each set of copies. You may also copy on this back cover.
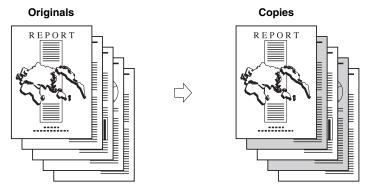
Originals   **Copies**

Printed back cover, selected in the Cover/Sheet Insertion mode.

Additional Copy Functions

2

■ **Sheet Insertion**
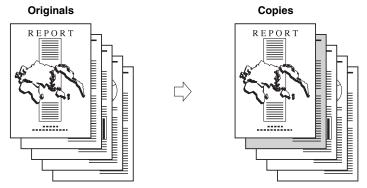
Adds sheet insertions between the pages of copy sets. This function is useful when you want to divide your copy sets into different sections with a blank sheet. You can also copy on these sheet insertions.

Originals   **Copies**

Printed sheet insertions, selected in the Cover/Sheet Insertion mode.

■ **Chapter Page**

Adds chapter pages between the pages of copy sets. Since a chapter page is always copied on one side, this function is useful when you want to divide the copy by chapter.

Originals   **Copies**

Printed chapter page, selected in the Cover/Sheet Insertion mode.

---
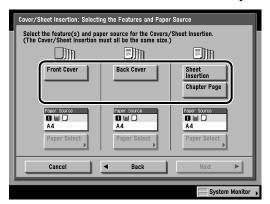
1 **Place your originals in the feeder, and press [Special Features] →
[Cover/Sheet Insertion] in this order.**

📝 NOTE

- *When Auto Collate is set to 'On,' the Collate mode or the Offset Collate mode is automatically set when you place the originals in the feeder. (See "Setting Automatic Collate," on p. 3-5.)*

2 Select the Cover/Sheet Insertion feature you want to use.
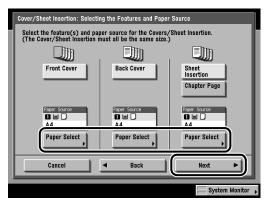
You cannot select the [Sheet Insertion] and [Chapter Page] modes at the same time.

✐ NOTE
• Cancel a mode by pressing the mode key again.
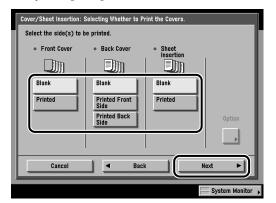
3 Press [Paper Select], and select the paper source for each feature, and press [Next].
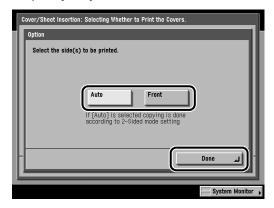
When you select only the [Chapter Page] mode, proceed to step 5.

🖐 IMPORTANT
• Select the same paper sizes for the front and back covers, sheet insertions, or chapter pages.
• If the paper size for one feature is changed to another size, the other two features will be changed. However, you may change the paper drawer for one feature without affecting the others, as long as the paper size is the same.

4 **Select whether to copy onto the front cover, back cover, or insertion sheet, and press [Next].**
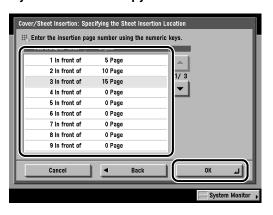
If neither [Sheet Insertion] nor [Chapter Page] is selected, press [OK] and proceed to step 6.

If you have set the Two-sided Mode beforehand, press [Option] to select the sides to be copied on, and press [Done].

2

Additional Copy Functions

📎 NOTE
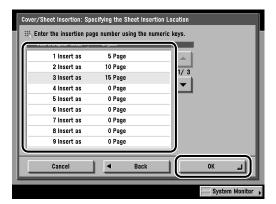
- *The display will vary depending on the settings set in step 2.*
- *The chapter page will always be copied on only one side.*
- *If you select [Blank] for the front and/or back cover, the machine insert an additional sheet of paper from whatever source you select in step 3, to be used for the copy's front and/or back cover.*
  - *If you select to use paper that already has printing on it as your front and/or back cover, then you must select [Blank], otherwise the machine will print the image of your original document's first or last page, right on top of the preprinted paper.*
- *If you select <Printed> for the front cover, the machine will insert an additional sheet of paper from whatever source you select in step 3, and print your original document's first page on its front and/or back, to be used for the copy's front cover.*
- *If you select <Printed> for the back cover, the machine will insert an additional sheet of paper from whatever source you select in step 3, and print your original document's last page on its front and/or back, to be used for the copy's back cover.*

5 **Set all positions where the sheet insertions or chapter pages are to be inserted into the copies, and press [OK].**

● **If you select not to copy onto the sheet insertion.**

● **If you select to copy onto the sheet insertion or just select the chapter pages**

Specify the sheet insertion positions with ⓪ - ⑨ (numeric keys).

🖐 IMPORTANT

• *You can set the sheet insertion or chapter page position from the second page.*

📝 NOTE

• *You can insert up to 20 sheet insertions or chapter pages.*
• *If you want to insert 10 or more sheets, use [▼] or [▲] to scroll to the insertion positions.*
• *To cancel a specific sheet insertion page setting, press [▼] or [▲] and press the desired page, and press ©.*

6 Press [Done].

The specified mode is set and the display returns to the Basic Features screen.

7 Press ⓞ.

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display. Press ⓞ one time for each original. When scanning is complete, press [Done].

Copying starts.

📝 NOTE
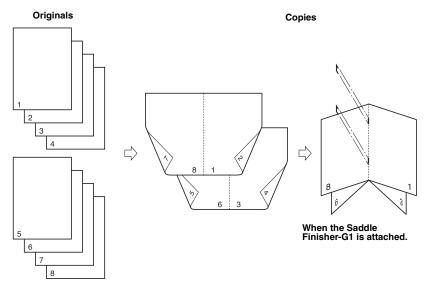
• *To cancel this setting, press [Special Features] → [Cover/Sheet Insertion] → [Cancel] in this order.*
• *To cancel all settings and return the machine to the Standard mode, press ⟦⫽⟧.*

Making Copies for Use as a Booklet (Booklet)

You can copy one-sided or two-sided originals in such a way that the copies can easily be made into a booklet.

Originals　　　　　　　　　　　　　　　**Copies**

When the Saddle Finisher-G1 is attached.

✋ IMPORTANT

- When the machine is operating in the Booklet mode, you cannot use the Remote or Cascade copy, Entire Image, Finisher, Two-Sided, Two-Page Separation, Cover/Sheet Insertion, Image Combination, Image Separation, Shift (No. Key Entry), Transparency Interleaving, Margin, Different Size Originals, Frame Erase, Image Repeat, Mirror Image, Form Composition, and Page Numbering modes.
- When you place horizontally an original which has been written vertically and scan it, the even numbered pages are printed upside down. Place these originals vertically.
- Saddle stitching is not performed when there is only one sheet.
- Saddle stitching cannot be set when the Saddle Finisher-G1 (optional) is not attached.
- Folds may appear differently depending on the type or quantity of paper.

Additional Copy Functions

2
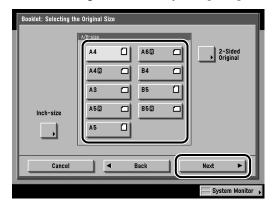
1 Place your originals in the feeder, and press [Special Features] → [Booklet] in this order.
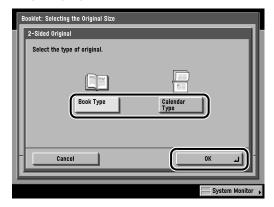
✎ NOTE

• When Auto Collate is set to 'On,' the Collate mode or the Offset Collate mode is automatically set at the point when you place the originals in the feeder. (See "Setting Automatic Collate," on p. 3-5.)

2 Select the original size, and press [Next].
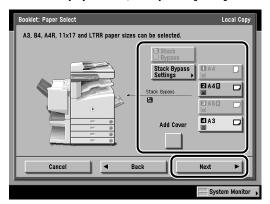
If two-sided originals are being copied, press [2-Sided Original] to select the type of original, and press [OK].

✎ NOTE

• To select an inch series paper size, press [Inch-size].
• You cannot select [2-Sided Original] when A6R-size is the selected paper size.
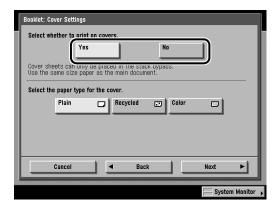
3 Select the paper size, and press [Next].
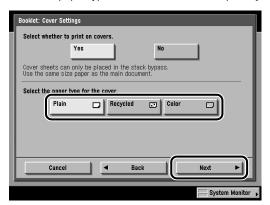
If the Saddle Finisher-G1 (optional) is not attached, press [OK], and proceed to step 5.

Only A3 and A4R-size paper can be selected.

● **If you select [Add Cover]:**

Select whether to print on the cover pages.

Select the paper type for the cover sheet, and press [Next].

```
Booklet: Cover Settings

Select whether to print on covers.
              Yes                              No

Cover sheets can only be placed in the stack bypass.
Use the same size paper as the main document.

Select the paper type for the cover.
         Plain          Recycled          Color


    Cancel          ◄    Back          Next    ►

                                    System Monitor ▸
```
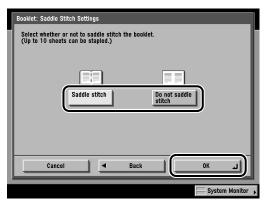
If the Saddle Finisher-G1 (optional) is not attached, press [OK], and proceed to step 5.

Place the paper for the cover page face down in the stack bypass.

🖐 IMPORTANT

- *The paper used for the cover page must be the same size as the other pages.*
- *The paper used for the main text or the cover page must be 64 g/m^2 to 80 g/m^2.*
- *The cover page can only be copied on the front.*
- *When you select [Add Cover], you cannot specify the stack bypass for the paper used for the main text.*

Additional Copy Functions

4 Select whether to saddle stitch the booklet, and press [OK] → [Done] in this order.

```
Booklet: Saddle Stitch Settings

Select whether or not to saddle stitch the booklet.
(Up to 10 sheets can be stapled.)


        [Saddle stitch]        [Do not saddle
                                    stitch]


    Cancel        ◄  Back         OK  ↵

                              ⊟ System Monitor ►
```

The specified mode is set, and the display returns to the Basic Features screen.

🖐 IMPORTANT

• *Saddle stitching cannot be performed if the Saddle Finisher-G1 (optional) is not attached.*

✎ NOTE

• *If the number of sheets exceeds 10, the booklet is not saddle stitched, and the sheets are output to a tray.*
• *The booklet tray can hold up to 10 sets of copies at a time for saddle-stitching.*
• *Saddle stitching is not performed when there is only one sheet.*
• *When you set the Booklet mode, the Centre Shift mode is automatically set.*

5 Press ⊙.

When the original is placed on the platen glass, follow the instructions that appear on the touch panel display. Press ⊙ one time for each original. When scanning is complete, press [Done].

Copying starts.

✎ NOTE

• *To cancel this setting, press [Special Features] → [Booklet] → [Cancel] in this order.*
• *To cancel all settings and return the machine to the Standard mode, press ⌦.*

Making Copies with Sheets of Paper Interleaved Between Transparencies (Transparency Interleaving)

Use this mode when copying onto transparencies fed from the stack bypass. The machine automatically interleaves a sheet of paper between each transparency. The interleaf sheets protect the copied surface of the transparencies. They can also be printed with the same images as the transparencies or left blank.

🤚 IMPORTANT

- *When the machine is operating in the Transparency Interleaving mode, you cannot use the Remote or Cascade copy, Finisher, Two-Sided, Two-Page Separation, Cover/Sheet Insertion, Image Combination, Image Separation, Booklet, Image Repeat, Mirror Image, Form Composition, and Page Numbering modes.*
- *You cannot make more than one set of copies at a time in the Transparency Interleaving mode.*
- *Even if your machine is equipped with the Finisher, you cannot use any of the Finisher modes with the Transparency Interleaving mode.*

✎ NOTE
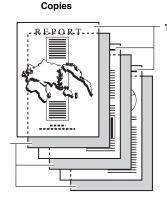
- *The machine's counter does not count blank interleaf sheets as copies.*
- *Transparencies are output into Tray A when only Inner 2way Tray-A1 is attached, and into Tray B in the case of Saddle Finisher-G1, even if the other tray is specified as a designated tray.*

■ **Blank Interleaf Sheets Selected in the Transparency Interleaving Mode:**

Outputs a printed transparency and a blank interleaf sheet alternately.

Originals

Copies

Transparencies

Blank Interleaf Sheets

■ **Printed Interleaf Sheets Selected in the Transparency Interleaving Mode:**
The machine alternately outputs a printed transparency and a printed interleaf sheet.
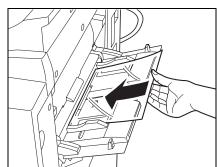
Originals

Copies

Transparencies

Printed Interleaf
Sheets

---

1 **Place your originals in the feeder, and press [Special Features] →
[Transparency Interleaving] in this order.**
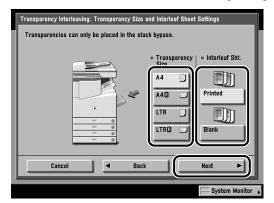
📝 NOTE

• *When Auto Collate is set to 'On,' the Collate mode or the Offset Collate mode is automatically set when you place
the originals in the feeder. (See "Setting Automatic Collate," on p. 3-5.)*

2 **Place the transparencies in the stack bypass.**
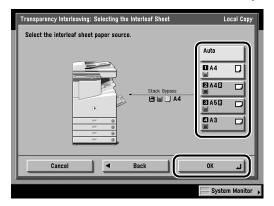
For instructions on how to place paper in the stack bypass, see Chapter 1,
"Before You Start Using This Machine," in the Reference Guide.

3 Select the transparency size, and decide whether to copy on the interleaf sheet, or leave the interleaf sheet blank, and press [Next].

4 Select the size of the interleaf sheets, and press [OK] → [Done] in this order.

The specified mode is set, and the display returns to the Basic Features screen.

✎ NOTE

• *When copying onto interleaf sheets, these sheets are included in the count of the total number of copies.*

Additional Copy Functions **2**

5 Press ⊙.

Scanning starts.

When the original is placed on the platen glass, follow the instructions that appear on the touch panel display. Press ⊙ one time for each original. When scanning is complete, press [Done].

Copying starts.

The copies are printed with the copied side face down. The transparency is first, followed by the interleaf sheet.

✎ NOTE
- *In the Transparency Interleaving mode, the transparencies are fed from the stack bypass, and the interleaf sheets are fed from a paper drawer.*
- *To cancel this setting, press [Special Features] → [Transparency Interleaving] → [Cancel] in this order.*
- *To cancel all settings and return the machine to the Standard mode, press ⟨⌿⟩.*

Making Copies with the Original Image Shifted (Shift)

This mode enables you to make copies with the entire image shifted to the centre or a corner.

✋ IMPORTANT
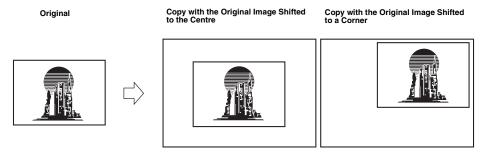
- When the machine is operating in the Shift mode, you cannot use the Image Repeat and Mirror Image modes.
- The Shift mode cannot be selected when you set the Different Size Originals mode in combination with the Automatic Paper Selection mode.
- When the machine is operating in the Shift with No. Key Entry mode, you cannot use the Remote or Cascade Copy, Image Combination, Image Separation, Booklet, and Page Numbering modes in addition to the modes mentioned above.

■ Centre/Corner Shift

Makes copies with the entire image shifted to the centre or a corner.

Original

Copy with the Original Image Shifted to the Centre

Copy with the Original Image Shifted to a Corner

■ No. Key Entry
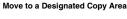
Makes copies with the entire image shifted to a designated position specified with the numeric keys.

Original

Move to a Designated Copy Area

Copy

120 mm

80 mm

2

Additional Copy Functions
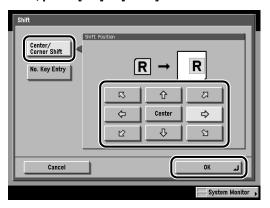
Making Copies with the Original Image Shifted to the Centre or a Corner

1 Place your originals, and press [Special Features] → [Shift] in this order.

2 Press [Center/Corner Shift], and select the shift direction with an arrow key. Then, press [OK] → [Done] in this order.

The shift direction refers not to the direction in which the original is placed on the platen glass or in the feeder, but to the direction that you want the original image shifted, if the original image is viewed as face up and situated in the centre of the copy page. The centre is the default shift position.

The specified mode is set, and the display returns to the Basic Features screen.

3 Press ⊚.

Copying starts.

✐ NOTE

• *To cancel this setting, press [Special Features] → [Shift] → [Cancel] in this order.*
• *To cancel all settings and return the machine to the Standard mode, press ⟋.*

Making Copies with the Original Image Shifted Using the Number Keys
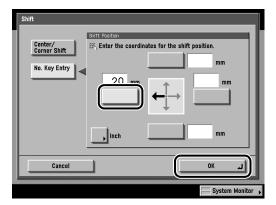
1 **Place your originals, and press [Special Features] → [Shift] in this order.**

2 **Press [No. Key Entry] to select the shift direction, and enter the value using the numeric keys displayed on the touch panel display.**

When entering values in millimetres, you can use ⓪ - ⑨ (numeric keys) and Ⓒ.

✐ NOTE
- *To change an entered value, select the direction, and enter the desired value.*
- *If you make a mistake when entering a value, press Ⓒ on the touch panel display, and enter the correct value.*
- *If you want to enter values in inches, press [Inch]. Set the inch entry function to [On] in the Additional Functions beforehand. (See Chapter 3, "Selecting and Storing Settings to Suit Your Needs," in the Reference Guide.)*
- *For details on how to enter the value in inches, see Chapter 1, "Before You Start Using This Machine," in the Reference Guide.*

● **Example: To Move the Image to the Left:**
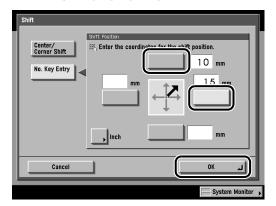
Press [☐] on the left to enter the value, and press [OK] → [Done] in this order.

The specified mode is set, and the display returns to the Basic Features screen.

● **Example: To Move the Image in a Diagonal Direction:**

Press [☐] on the upper or lower side to enter the value. Press [☐] on the right or left side to enter the value, and press [OK] → [Done] in this order.

The diagonal directional arrow is displayed.

The specified mode is set, and the display returns to the Basic Features screen.

3 Press ⊙.

Copying starts.

✎ NOTE

• To cancel this setting, press [Special Features] → [Shift] → [Cancel] in this order.
• To cancel all settings and return the machine to the Standard mode, press ⟨⧸⟩.

Making Copies with Margins (Margin)

This mode enables you to make copies with the entire original image shifted by a designated width to the left, right, top, or bottom to create a margin on the copies. Use this mode when you want the copies placed in a ring binder.

| Original | Left Margin Selected | Right Margin Selected | Top Margin Selected | Bottom Margin Selected |

IMPORTANT

- When the machine is operating in the Margin mode, you cannot use the Booklet, Image Repeat, and Mirror Image modes.
- When the Margin mode is set, the entire original image is shifted to the left, right, top, or bottom by a selected width, then copied. When copying an original image that extends to the edge of the sheet, part of that image will be cut off.

2

Additional Copy Functions

1 **Place your originals, and press [Special Features] → [Margin] in this order.**

2 **Select the Margin type, and set the Margin Width.**
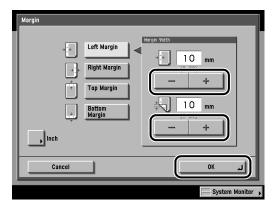
☝ IMPORTANT

• If you are using the Margin and Two-Sided modes together and copying an original that already has a margin, follow the instructions below:
  - 1▶2-Sided: Set the margin for the back only.
  - 2▶2-Sided: You do not need to set a margin. Proceed to make copies in the usual way.
  - 2▶1-Sided: Set the margin for the back only.
• If you are using the Margin and Two-Sided modes together and copying an original that does not have a margin, follow the instructions below:
  - 1▶2-Sided: Set the margin for both the front and back.
  - 2▶2-Sided: Set the margin for both the front and back.
  - 2▶1-Sided: Set the margin for both the front and back.

✎ NOTE

• If you want to enter values in inches, press [Inch]. Set the inch entry function to [On] in the Additional Functions beforehand. (See Chapter 3, "Selecting and Storing Settings to Suit Your Needs," in the Reference Guide.)
• The default setting is '10 mm.'

● **If you select [Left Margin] or [Right Margin]:**
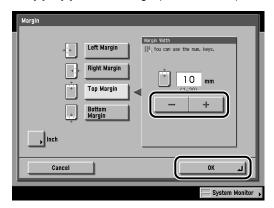
Use [–] or [+] to set the margin for the front and back (0 mm to 20 mm). Then, press [OK] → [Done] in this order.

The specified mode is set, and the display returns to the Basic Features screen.

● **If you select [Top Margin] or [Bottom Margin]:**

Use [–] or [+] to set the margin (1 mm to 20 mm). Then, press [OK] → [Done] in this order.

When entering values in millimetres, you can use ⓪ - ⑨ (numeric keys) and Ⓒ.

If you enter the value with ⓪ - ⑨ (numeric keys), you can change the entered value by pressing [–] or [+].

The specified mode is set, and the display returns to the Basic Features screen.

If you enter a value outside the setting range, a message prompting you to enter the appropriate value appears on the screen.

3 Press ⊚.

Copying starts.

🖉 NOTE

• *To cancel this setting, press [Special Features] ➜ [Margin] ➜ [Cancel] in this order.*
• *To cancel all settings and return the machine to the Standard mode, press ⌫.*

Erasing Shadows and Frame Lines from Copies (Frame Erase)

This mode erases shadows and lines that appear when copying various types of originals.
The following three Frame Erase features are available:
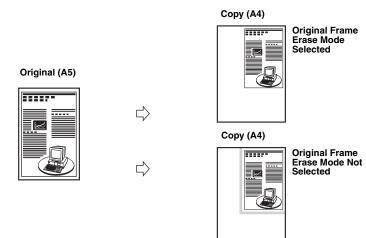
⚠ IMPORTANT
- *A combination of the following three modes cannot be set. If you select one of these modes, the previously set mode is cancelled.*

■ Original Frame Erase

Erases the dark borders and frame lines that appear around the copy when the original is smaller than the selected paper size. Also, it creates a blank border around the edge of the copy.

Copy (A4)

Original Frame Erase Mode Selected

Original (A5)

⇨

⇨

Copy (A4)

Original Frame Erase Mode Not Selected
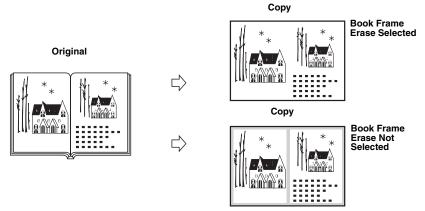
⚠ IMPORTANT
- *When the machine is operating in the Original Frame Erase mode, you cannot use the Entire Image, Image Combination, Image Separation, Booklet, Image Repeat, Mirror Image, and Page Numbering modes.*

■ **Book Frame Erase**

Erases the dark border, as well as, the centre and contour lines that appear when copying facing pages in a bound original onto a single sheet of paper.

Original

Copy

Book Frame
Erase Selected

Copy

Book Frame
Erase Not
Selected

⊕ IMPORTANT
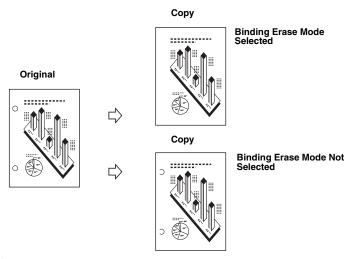
• When the machine is operating in the Book Frame Erase mode, you cannot use the Entire Image, Image Combination, Image Separation, Booklet, Image Repeat, Mirror Image, and Page Numbering modes.

■ **Binding Erase**
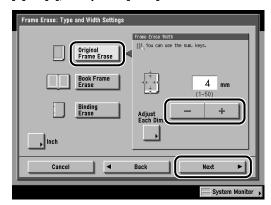
Erases the shadows that appear on copies from binding holes on the original.

Copy

Binding Erase Mode
Selected

Original

Copy

Binding Erase Mode Not
Selected

⊕ IMPORTANT

• When the machine is operating in the Binding Erase mode, you cannot use the Entire Image, Book▶2-Sided, Two-Page Separation, Image Separation, Booklet, Image Repeat, Mirror Image, and Page Numbering modes.
• Do not place originals with binding holes in the feeder, as this may damage the original.

Additional Copy Functions

2

Making Copies by Erasing the Frame Around the Original (Original Frame Erase)

1 Place your originals, and press [Special Features] → [Frame Erase] in this order.

2 Press [Original Frame Erase], and set the frame width area to erase by pressing [–] or [+], and press [Next].
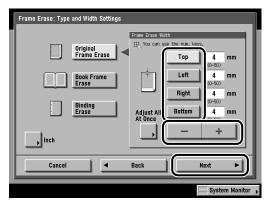
When entering values in millimetres, you can use ⓪ - ⑨ (numeric keys) and ©.

If you enter the value with ⓪ - ⑨ (numeric keys), you can change the entered value by pressing [–] or [+].

The frame area is erased evenly (based on the value you set) around each edge of the original. To set different frame erase width values for the top, left, right, and bottom sides of the original independently, press [Adjust Each Dim.].

If you press [Adjust Each Dim.], select the frame erase values by pressing [–] or [+], and press [Next].

When entering values in millimetres, you can use ⓪ - ⑨ (numeric keys) and Ⓒ.

If you enter the value with ⓪ - ⑨ (numeric keys), you can change the entered value by pressing [–] or [+].

The screen for the next step is displayed.

If you enter a value outside the setting range, a message prompting you to enter an appropriate value appears on the screen.

📝 NOTE

• If you want to enter values in inches, press [Inch]. Set the inch entry function to [On] in the Additional Functions beforehand. (See Chapter 3, "Selecting and Storing Settings to Suit Your Needs," in the Reference Guide.)
• The default setting is '4 mm' for each side. The maximum frame erase width area is '50 mm.'

3 Select the original paper size, and press [OK] → [Done] in this order.

```
┌─────────────────────────────────────────────────────────┐
│ Frame Erase: Selecting the Original Size                  │
│                                                           │
│              ┌─ A/B-size ──────────────────┐             │
│              │  A4      □    A6◪      □     │             │
│              │                              │             │
│              │  A4◪     □    B4       □     │             │
│              │                              │             │
│              │  A3      □    B5       □     │             │
│              │                              │             │
│  Inch-size   │  A5◪     □    B5◪      □     │             │
│     ┌──┐     │                              │             │
│     │ ►│     │  A5      □                   │             │
│     └──┘     └──────────────────────────────┘             │
│                                                           │
│   ┌─────────┐   ┌──────────┐   ┌──────────┐              │
│   │ Cancel  │   │ ◄  Back  │   │  OK    ↵ │              │
│   └─────────┘   └──────────┘   └──────────┘              │
│                                          ┌─────────────┐  │
│                                          │System Monitor►│ │
│                                          └─────────────┘  │
└─────────────────────────────────────────────────────────┘
```

The specified mode is set, and the display returns to the Basic Features screen.

✋ IMPORTANT

- *You can set the Original Frame Erase mode only for the original paper sizes shown on the touch panel display.*

📎 NOTE

- *To select an inch series paper size, press [Inch-size].*
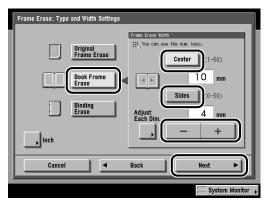
4 Press ⊙.

Copying starts.

📎 NOTE

- *To cancel this setting, press [Special Features] → [Frame Erase] → [Cancel] in this order.*
- *To cancel all settings and return the machine to the Standard mode, press ⌀ .*

Additional Copy Functions

2

Erasing Shadows and Frame Lines from Copies (Frame Erase) **2-33**

Making Copies Erasing the Book Frame (Book Frame Erase)
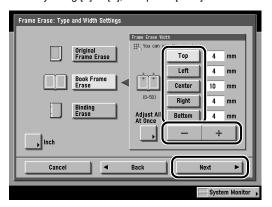
1 Place your originals, and press [Special Features] → [Frame Erase] in this order.

2 Press [Book Frame Erase], and press [Center] and [Sides] to set the frame width to erase by using [–] or [+], and press [Next].

When entering values in millimetres, you can use ⓪ - ⑨ (numeric keys) and Ⓒ to clear your entries.

If you enter the value with ⓪ - ⑨ (numeric keys), you can change the entered value by pressing [–] or [+].

The frame area to be erased is uniformly set for all sides of the original. To set the value independently for all sides of the original, press [Adjust Each Dim.].

If you select [Adjust Each Dim.], press [Top], [Left], [Center], [Right], and [Bottom] to set the frame width to erase by using [–] or [+], and press [Next].

When entering values in millimetres, you can use ⓪ - ⑨ (numeric keys) and ⓒ to clear your entries.

If you enter the value with ⓪ - ⑨ (numeric keys), you can change the entered value by pressing [–] or [+].

The screen for the next step is displayed.

If you enter a value outside the setting range, a message prompting you to enter an appropriate value appears on the screen.

✎ NOTE

• If you want to enter values in inches, press [Inch]. Set the inch entry function to [On] in the Additional Functions beforehand. (See Chapter 3, "Selecting and Storing Settings to Suit Your Needs," in the Reference Guide.)
• The default settings are '10 mm' for [Center], and '4 mm' for [Top], [Left], [Right], [Bottom], and [Sides]. The maximum frame erase width area is '50 mm.'

3 Select the facing-page original size, and press [OK] → [Done] in this order.

The specified mode is set, and the display returns to the Basic Features screen.

✏ NOTE

• To select an inch series paper size, press [Inch-size].
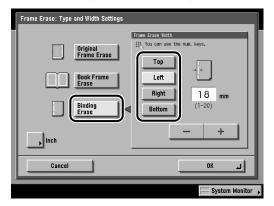
4 Press ⊙.

Copying starts.

✏ NOTE

• To cancel this setting, press [Special Features] → [Frame Erase] → [Cancel] in this order.
• To cancel all settings and return the machine to the Standard mode, press ⟦✗⟧.

Making Copies by Erasing Binding Holes (Binding Erase)
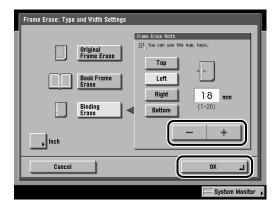
1 Place your original on the platen glass, and press [Special Features] → [Frame Erase] in this order.

🖐 IMPORTANT

• Do not place originals with binding holes in the feeder, as this may damage the originals.

2 Press [Binding Erase] and designate the area of the binding holes on the original.

The position of the binding holes refers not to the position in which the original is placed on the platen glass, but to the position of the binding holes when the surface of the original that you want to scan is viewed as face up, with the top edge at the top.

3 Set the width of the binding erase by pressing [–] or [+], and press [OK] → [Done] in this order.

When entering values in millimetres, you can use ⓪ - ⑨ (numeric keys) and Ⓒ.

If you enter the value with ⓪ - ⑨ (numeric keys), you can change the entered value by pressing [–] or [+].

The specified mode is set, and the display returns to the Basic Features screen.

If you enter a value outside the setting range, a message prompting you to enter an appropriate value appears on the screen.

NOTE

- If you want to enter values in inches, press [Inch]. Set the inch entry function to [On] in the Additional Functions beforehand. (See Chapter 3, "Selecting and Storing Settings to Suit Your Needs," in the Reference Guide.)
- The default setting is '18 mm' for the binding erase width. The Maximum binding erase width area is '20 mm.'

4 Press ⊙.

Copying starts.

NOTE

- To cancel this setting, press [Special Features] → [Frame Erase] → [Cancel] in this order.
- To cancel all settings and return the machine to the Standard mode, press ⟨⟩.

Additional Copy Functions

2

Reducing Two, Four, or Eight Originals to Fit on a Single Copy Sheet (Image Combination)

This mode automatically reduces two, four, or eight originals, two-sided originals, or the facing pages of a book to fit onto one side or both sides of a selected paper size.

⊕ IMPORTANT

- When the machine is operating in the Image Combination mode, you cannot use the Entire Image, Saddle Stitch, Two-Sided, Two-Page Separation, Cover/Sheet Insertion, Image Separation, Shift (No. Key Entry), Booklet, Transparency Interleaving, Different Size Originals, Original Frame Erase, Book Frame Erase, Image Repeat, Mirror Image, and Form Composition modes.
- Originals copied using the Image Combination mode must all be the same size. You cannot use the Image Combination mode with the Different Size Originals mode.

✎ NOTE

- The reduction ratio is automatically set, so that the originals can fit onto the selected paper size.

■ **2 On 1**

Reduces two, 1-sided originals or one, 2-sided original to fit onto one side or both sides of a copy sheet.

Originals   **Copy**

or

2

Additional Copy Functions
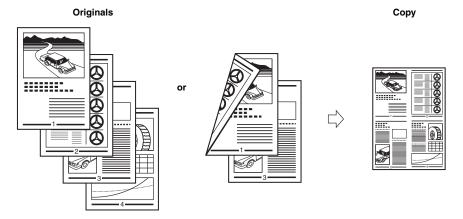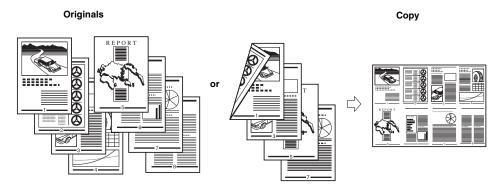
■ **4 On 1**

Reduces four, 1-sided or two, 2-sided originals to fit onto one side or both sides of a copy sheet.

Originals   **Copy**

or

■ **8 On 1**

Reduces eight, 1-sided or four, 2-sided originals to fit onto one side or both sides of a copy sheet.

Originals   **Copy**

or

REPORT
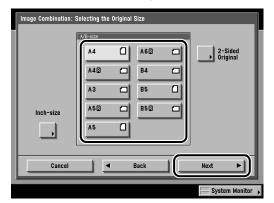
1 **Place your originals in the feeder, and press [Special Features] → [Image Combination] in this order.**
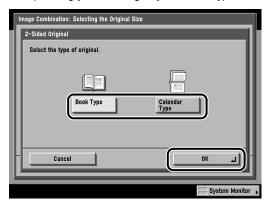
📝 NOTE

• *When Auto Collate is set to 'On,' the Collate mode or the Offset Collate mode is automatically set when you place the originals in the feeder. (See "Setting Automatic Collate," on p. 3-5.)*

2 Select the size of the originals, and press [Next].

```
Image Combination: Selecting the Original Size

              A/B-size
                                            2-Sided
              A4    ▢      A6▧   ▢       ▶  Original

              A4▧   ▢      B4    ▢

              A3    ▢      B5    ▢
 Inch-size
              A5▧   ▢      B5▧   ▢
     ▶
              A5    ▢


     Cancel        ◄   Back        Next   ▶

                                      System Monitor  ▶
```

When copying a two-sided original with the Image Combination mode, press [2-Sided Original] after selecting the original size.
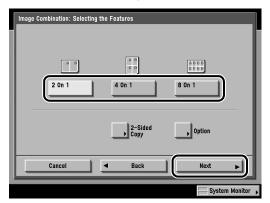
After pressing [2-Sided Original], select the type of 2-sided original, and press [OK].
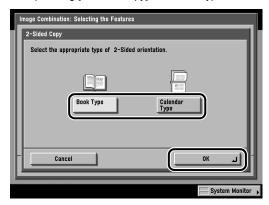
```
Image Combination: Selecting the Original Size

  2-Sided Original

   Select the type of original.




      Book Type            Calendar
                           Type



     Cancel                    OK    ↵

                                      System Monitor  ▶
```

✎ NOTE
- *To select an inch series paper size, press [Inch-size].*
- *You cannot select [2-Sided Original] when A6R-size is the selected paper size.*

3 Select the desired Image Combination feature, and press [Next].
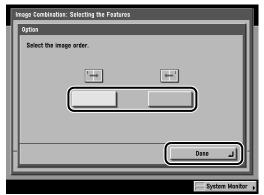
To make a two-sided copy, press [2-Sided Copy].
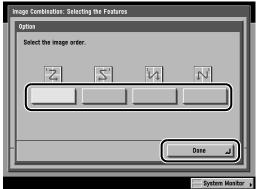
After pressing [2-Sided Copy], select the type of two-sided orientation, and press [OK].

Press [Option] to select the order of the layout, and press [Done].

2 On 1
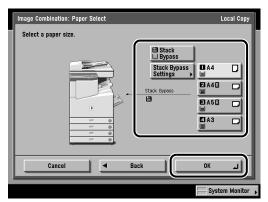
4 On 1, 8 On 1

📎 NOTE
- *If you do not specify an image (print) order by selecting [Option], the images are printed in the following order:*
  - *2 on 1: Left ➜ Right*
  - *4 on 1, 8 on 1: Upper Left ➜ Upper Right ➜ Lower Left ➜ Lower Right*

4 Select the paper size, and press [OK] → [Done] in this order.


```
Image Combination: Paper Select                    Local Copy

Select a paper size.
                                    ⊟ Stack
                                    ☐ Bypass
                                    Stack Bypass     ❶ A4      ☐
                                    Settings  ▶
                          Stack Bypass              ❷ A4R     ☐
                              ⊟                     ❸ A5R     ☐
                                                    ❹ A3      ☐

         Cancel        ◀  Back          OK  ↵

                                          System Monitor ▶
```

The specified mode is set, and the display returns to the Basic Features screen.

⚠ IMPORTANT

- *You cannot select Automatic Paper Selection in the Image Combination mode.*

✏ NOTE

- *The machine automatically selects the copy ratio depending on the selected paper size.*
- *Also, the Centre Shift mode is automatically set when you set the Image Combination mode.*

5 Press ⊙.

When the original is placed on the platen glass, follow the instructions that appear on the touch panel display. Press ⊙ one time for each original. When scanning is complete, press [Done].

Copying starts.

✏ NOTE

- *To cancel this setting, press [Special Features] → [Image Combination] → [Cancel] in this order.*
- *To cancel all settings and return the machine to the Standard mode, press ⌧ .*

Dividing an Original Into Equal Sections and Enlarging Each Section on a Separate Copy Sheet (Image Separation)

This mode automatically divides an original into equal sections, and copies each section in an enlarged form on a separate sheet.

The following two Image Separation features are available: 1 to 2 (1-sided and 2-sided copies), and 1 to 4 (1-sided and 2-sided copies).

🖐 IMPORTANT
- *When the machine is operating in the Image Separation mode, you cannot use the Entire Image, Saddle Stitch, Two-Sided, Two-Page Separation, Cover/Sheet Insertion, Image Combination, Shift (No. Key Entry), Booklet, Transparency Interleaving, Different Size Originals, Frame Erase, Image Repeat, and Form Composition modes.*
- *If you use the Remote Copying or Cascade Copying mode while the machine is operating in Image Separation mode, you cannot set a pattern for the last page of the original.*
- *Originals copied using the Image Separation mode must all be the same size. You cannot use the Different Size Originals mode in combination with the Image Separation mode.*
- *Place the original on the platen glass. You cannot copy an original in the Image Separation mode from the feeder.*
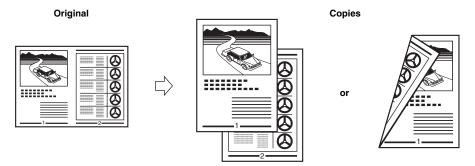
📝 NOTE
- *The enlargement ratio is automatically set to match the designated paper size.*

■ 1 To 2
Divides a one-sided original into two equal sections, and outputs the sections in an enlarged form as two, 1-sided copies or one, 2-sided copy.
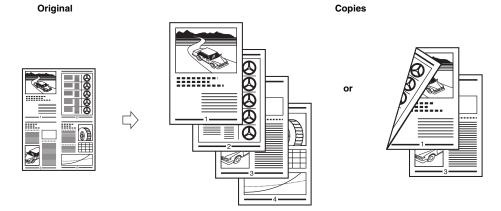
📝 NOTE
- *You can place A4-size originals horizontally or vertically when using this feature. When placed vertically, each page is divided into upper and lower sections.*
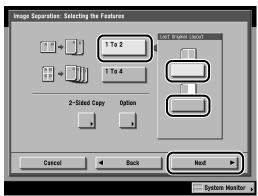
■ **1 To 4**

Divides a one-sided original into four equal sections, and outputs the sections in an enlarged form as four 1-sided copies or two 2-sided copies.

Original   **Copies**

or

📎 NOTE
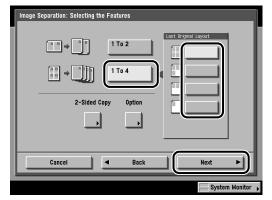
• *You can place A4-size originals horizontally or vertically when using this feature.*

1 **Place your original on the platen glass, and press [Special Features] →
[Image Separation] in this order.**

2 **Select the type of enlarged layout, and select the layout of the final page of the
original, and press [Next].**
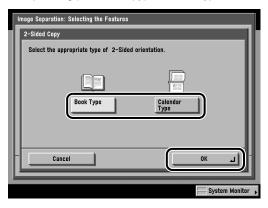
1 To 2
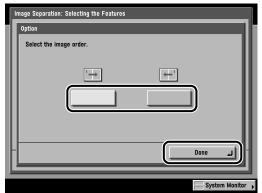
1 To 4

You can reduce the output of pages without images (blank output) by setting the layout of the last original.

To make a two-sided copy, press [2-Sided Copy].
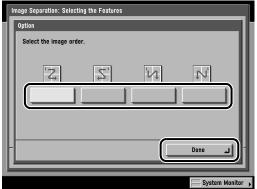
After pressing [2-Sided Copy], select the type of two-sided orientation, and press [OK].

Press [Option] to select the image (print) order, and press [Done].
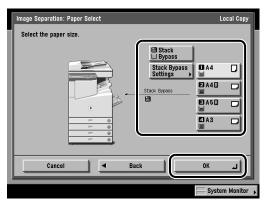
Image Separation: Selecting the Features

Option

Select the image order.

1 To 2

Image Separation: Selecting the Features

Option

Select the image order.

Done

System Monitor

1 To 4

✎ NOTE

• If you do not specify an image (Print) order by selecting [Option], the images are printed in the following order:
  - 1 To 2: Left ➔ Right
  - 1 To 4: Upper Left ➔ Upper Right ➔ Lower Left ➔ Lower Right

3 Select the paper size, and press [OK] → [Done] in this order.

The specified mode is set, and the display returns to the Basic Features screen.

🖐 IMPORTANT

- *You cannot select Automatic Paper Selection in the Image Separation mode.*

📝 NOTE

- *The machine automatically selects the copy ratio depending on the selected paper size.*

4 Press ⚬.

When there are multiple originals, follow the instructions that appear on the display and press ⚬ once for each original. When scanning is completed, press [Done].

Copying starts.

📝 NOTE

- *To cancel this setting, press [Special Features] → [Image Separation] → [Cancel] in this order.*
- *To cancel all settings and return the machine to the Standard mode, press ⌨.*

Feeding Different-Sized Originals Together in the Feeder (Different Size Originals)

This function enables you to copy different-size originals, together as one group, by setting them in the feeder.

⚠️ IMPORTANT

- *When the machine is operating in the Different Size Originals mode, you cannot use the Book ▶ 2-Sided, Two-Page Separation, Image Combination, Image Separation, Booklet, and Image Repeat modes.*
- *All originals placed together in the feeder must be the same weight (paper type).*
- *Paper sizes in which the leading edge of each page are different (e.g., A5 and A3) cannot be fed together.*
- *You cannot set Automatic Paper Selection when you select the Different Size Original mode in combination with the Shift or Cover/Sheet Insertion modes.*
- *The Auto Orientation will not be performed when you set the Different Size Original mode.*
- *When the machine is operating in the Different Size Originals mode, the scanning speed is somewhat slower than other modes.*

📝 NOTE

- *When the machine is operating in the Different Size Originals mode, combined use with 1 to 2-sided originals, two-sided copying cannot be performed. The differently sized originals will be printed as one-sided copies on their respective paper sizes.*

## *1* Place your originals in the feeder, and press [Special Features].
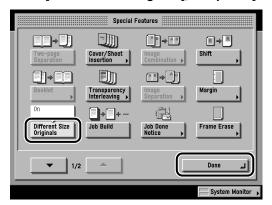
📝 NOTE

- *When Auto Collate is set to 'On,' the Collate mode or the Offset Collate mode is automatically set when you place the originals in the feeder. (See "Setting Automatic Collate," on p. 3-5.)*

2 Press [Different Size Originals], and press [Done].

The specified mode is set, and the display returns to the Basic Features screen.

3 Press ⊙.

When the original is placed on the platen glass, follow the instructions that appear on the touch panel display. Press ⊙ one time for each original. When scanning is complete, press [Done].

Copying starts.

✎ NOTE
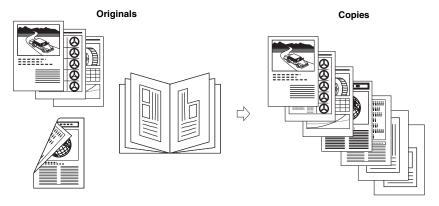
• To cancel this setting, press [Special Features] → [Different Size Originals] in this order.
• To cancel all settings and return the machine to the Standard mode, press ✦.

Copying Separately-Set Originals (Job Build)

This mode enables you to scan originals that are too many to be set at once by dividing them into multiple batches. You can use both the feeder and the platen glass for scanning. The originals are copied as one document, after all the batches have been scanned.

Originals   **Copies**
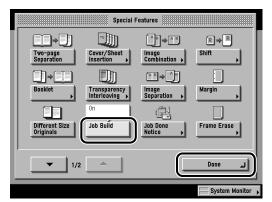
⚠ IMPORTANT

- *The only copy settings that can be changed while scanning originals in the Job Build mode are the numbers of copies, 2-Sided Original, original type, and copy exposure. All other settings must be set beforehand, according to the type, of original or the desired copy mode.*
- *If you place the originals in the feeder, remove each original from the original output area when scanning is complete.*

📝 NOTE

- *If you place differently sized originals in the feeder, set the Different Size Originals mode.*
- *If you want to copy one-sided originals as two-sided copies, and if the first batch is one-sided, set the 1▶ 2-Sided mode before scanning. If the first batch is two-sided, set the 2 ▶ 2-Sided mode before scanning. To scan the next batch of originals, set or cancel the 2-Sided Original mode according to the type of original.*
- *It is useful to store originals in an inbox and print them with the Merge Documents mode when you cannot prepare originals at one time, or when you want to set different settings for each original. (See Chapter 4, "Using/Arranging Documents Stored in an Inbox," in the Mail Box Guide.)*

1 **Place your first original, and press [Special Features].**

2 **Press [Job Build], and press [Done].**

The specified mode is set, and the display returns to the Basic Features screen.

3 **Press ⊕.**

Scanning starts.
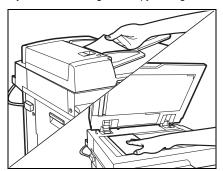
📝 NOTE

• *To cancel scanning, press [Cancel] or press ⊘.*

Additional Copy Functions

2
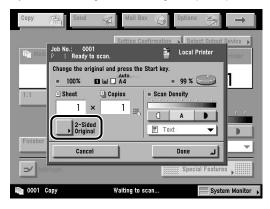
4 When scanning is complete, place the next original, and press ⊙.

If you want to change the copy settings, make the changes before pressing ⊙.
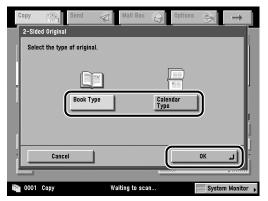
- You can adjust the Exposure and the Image Quality. (See "Adjusting Exposure and Image Quality (Copy Exposure)," on p. 1-33.)
- You can change the setting of the original type (One-sided/Two-sided).
  (See "Two-Sided Copying (Two-Sided)," on p. 1-75.)
- You can change the number of copy sets. (See "Entering the Copy Quantity," on p. 1-17.)

If you are scanning two-sided originals, press [2-Sided Original].
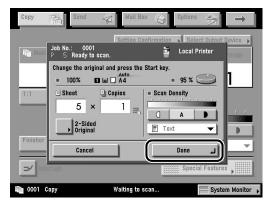
Select the type of 2-sided original, and press [OK].

- Do not forget to set or cancel the 2-Sided Original mode according to the type of originals you place next.

Repeat this procedure as necessary.

5 After the last original is scanned, press [Done].
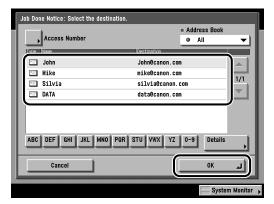
✎ NOTE
- To cancel this setting, press [Special Features] ➜ [Job Build] in this order.
- To cancel all settings and return the machine to the Standard mode, press ⟨⟩.

E-mail Notification at the End of a Copy Job
(Job Done Notice)

This feature enables you to send a <Job Done> notification to specified e-mail addresses when a copy job is complete. This is useful when waiting for large copy jobs to end or when using the remote copying features. To send a Job Done Notice, you need to store e-mail addresses in an Address Book beforehand. (See Chapter 4, "Registering/Editing the Address," in the Sending and Facsimile Guide.)

🖐 IMPORTANT

• [Job Done Notice] is only available on the iR3320i/iR2220i.

1 **Place your originals, and press [Special Features] → [Job Done Notice] in this order.**

2 **Select the destination to send the Job Done Notice, and press [OK] → [Done] in this order.**

If Access Number Management for an Address Book is set to 'On,' press [Access Number] and enter the access number to specify the address, and press [OK]. If you do not want to specify an access number, press [No Access Number]. (See Chapter 4, "Registering/Editing the Address," in the Sending and Facsimile Guide.)

The specified mode is set, and the display returns to the Basic Features screen.

3 Press ⓘ.

Copying starts.

⬡ NOTE

- To cancel the settings, press [Special Features] → [Job Done Notice] → [Cancel] in this order.
- To cancel all settings and return the machine to the Standard mode, press ⬚.

2

Additional Copy Functions

Storing/Recalling Frequently Used Copy Settings in Memory (Mode Memory)

You can store any possible combination of Copy functions. A memory key can be named and can hold up to nine settings. This is useful when you want to store the most frequently used Copy functions.

📛 IMPORTANT
- *Even if a remote copy printer is registered in Mode Memory, if the main power of this machine or the remote copy printer is turned OFF and ON again, the registered settings change to Local Printer. To use the registered remote copy printer, confirm that the remote copy printer is ON, update the remote copy printer after the specified period that you set at the Startup Time Settings in Additional Functions, and set Mode Memory. (See Chapter 3, "Using a TCP/IP Network (Windows/UNIX/Macintosh)," in the Network Guide, "Confirming a Remote Device," on p. 3-16.)*
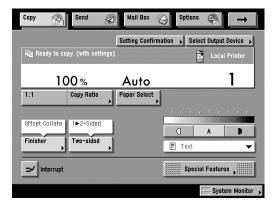
📝 NOTE
- *The copy settings stored in memory are not erased, even if you turn the power OFF.*
- *You can store all functions (modes) in a memory key, except for the Interrupt mode.*

Storing Copy Settings

1 **Select the copy modes that you want to store on the Basic Features or Special Features screen.**
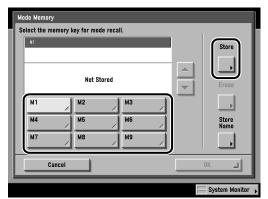
📝 NOTE
- *In the example, the Finisher and Two-Sided modes are set.*

2 Press [Special Features] → [▼] → [Mode Memory] in this order.

3 Select a memory key ([M1] to [M9]) to store a desired mode, and press [Store].
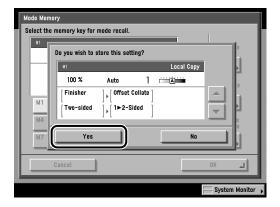
📝 NOTE

- *A memory key already storing a copy mode is indicated by a coloured triangle (◢) in the lower right corner of the key.*
- *If you select a memory key in which a copy mode has already been set, the current settings of that key are displayed.*
- *If there are more copy modes stored than are currently displayed, scroll through the list by using [▼] or [▲].*

● **If you select an empty memory key (no settings have been stored):**

Press [Yes], when the confirmation message appears asking you to store the mode.
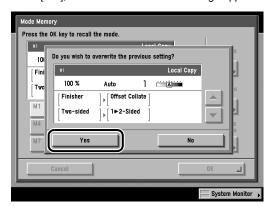
Press [No], if you do not want to store the settings.

When storing is complete, the message <Stored in memory.> appears for about two seconds on the touch panel display.

The memory key storing the copy mode is highlighted, and the stored settings are displayed.

● **If you select an occupied memory key (settings have been stored):**

Press [Yes], when the confirmation message appears asking you to overwrite the mode.

Press [No], if you do not want to overwrite the current settings.

When storing is complete, the message <Stored in memory.> appears for about two seconds on the touch panel display.

The stored settings are displayed.

4 **Press [OK], and press [Done].**
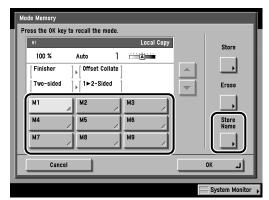
The display returns to the Basic Features screen.

Storing a Memory Key Name

1 Press [Special Features] → [▼] → [Mode Memory] in this order.
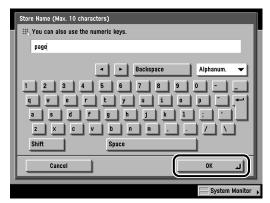
2 Select a memory key ([M1] to [M9]) to give a name to, and press [Store Name].

✎ NOTE

- *A memory key already storing a copy mode is indicated by a coloured triangle (△) in the lower right corner of the key.*
- *If you select a memory key in which a copy mode has already been set, the current settings of that key are displayed.*
- *If there are more copy modes stored than are currently displayed, scroll through the list by using [▼] or [▲].*

3 Enter the new name, and press [OK].

The name appears on the memory key.

✎ NOTE
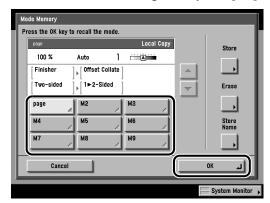
- *For instructions on how to enter characters on the touch panel display, see Chapter 1, "Before You Start Using This Machine," in the Reference Guide.*
- *The maximum number of characters you can assign a memory key name is 10.*
- *If you press [OK] without entering any characters, the name of the memory key will revert back to its default setting, e.g., [M1] or [M2].*

4 Press [OK], and press [Done].

The display returns to the Basic Features screen.

Recalling a Copy Mode

1 **Press [Special Features] → [▼] → [Mode Memory] in this order.**

2 **Select a memory key that stores the copy settings you want to use, confirm the stored settings, and press [OK] → [Done] in this order.**
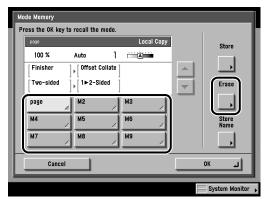
A display returns to the Basic Features screen.

📝 NOTE

- *Recalling a copy mode from memory cancels the current copy mode.*
- *After recalling a copy mode from memory, you can change its settings and make copies.*
- *If you press another memory key, the copy mode stored in that key is recalled.*

Erasing a Copy Mode

1 **Press [Special Features] → [▼] → [Mode Memory] in this order.**

2 **Select a memory key to be erased, and press [Erase].**

A message appears to confirm that you want to erase the copy mode.

IMPORTANT
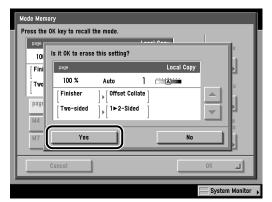
- *Check the copy settings before you erase them.*

NOTE

- *A memory key already storing a copy mode is indicated by a coloured triangle (⟋) in the lower right corner of the key.*
- *If there are more copy modes stored than are currently displayed, scroll through the list by using [▼] or [▲].*

3 Press [Yes].

If you do not want to erase the setting, press [No].

The message <Erased.> appears for about two seconds on the touch panel display.

The stored copy mode is erased.

📝 NOTE

- The name of the memory key is not erased. For instructions on how to change the name, see "Storing a Memory Key Name," on p. 2-61.

4 Press [Cancel], and press [Done].

The display returns to the Basic Features screen.

Recalling a Previous Copy Setting (Recall)

This function enables you to recall the three most recently performed copy settings, and make copies using those settings.
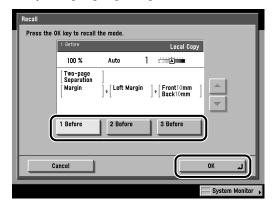
🤚 IMPORTANT

- *One copy job is defined by setting the number of copies, exposure, zoom, etc., and by pressing ⊚ or ▱ when the Auto Clear function is 'On,' or by calling up a copy job stored in memory. If one of these keys was not pressed, or if the Auto Clear function is not active, calling up a copy job by pressing [Recall] is not possible.*
- *Once stored, the last three copy modes remain in memory after you turn OFF the power.*
- *The Standard mode cannot be recalled or stored.*
- *Identical copy modes that are stored, are counted as one setting.*
- *Even if a remote copy printer is stored in Recall mode, if the main power of this machine or the remote copy printer is turned OFF and ON again, the stored settings change to Local Printer. To use the stored remote copy printer, confirm that the remote copy printer is ON, update the remote copy printer information after the specified period that you set at the Startup Time Settings in Additional Functions, and set the Recall mode. (See Chapter 3, "Using a TCP/IP Network (Windows/UNIX/Macintosh)," in the Network Guide, "Confirming a Remote Device," on p. 3-16.)*

1 **Place your originals, and press [Special Features] → [▼] → [Recall] in this order.**

2 Select either [1 Before], [2 Before], or [3 Before]. Confirm the settings, and press [OK] → [Done] in this order.

The display returns to the Basic Features screen.

📎 NOTE
- *You can also check the other copy settings that are stored in memory in addition to the currently displayed copy settings by pressing [▼] or [▲].*

3 Press ⊙.

Copying starts.

Inverting Original Images (Nega/Posi)

This function enables you to make copies of the original image by inverting the black and the white areas.

Original

SCENE

Copy

SCENE
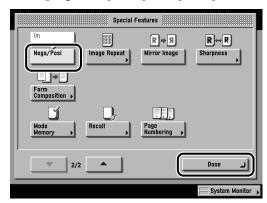
1 Place your originals, and press [Special Features] → [▼] in this order.

2 Press [Nega/Posi], and press [Done].

The specified mode is set, and the display returns to the Basic Features screen.

3 Press ⊙.

Copying starts.

✎ NOTE

- *To cancel this setting, press [Special Features] → [▼] → [Nega/Posi] in this order.*
- *To cancel all settings and return the machine to the Standard mode, press ⌧.*

Making Copies with the Original Image Repeated (Image Repeat)

You can repeatedly copy the image of an original in either the vertical or horizontal direction.
The following two setting methods are available for the Image Repeat mode.

■ **Automatic Setting:**
The original image is copied so that the maximum number of copies possible fits onto the selected paper.

Original   **Copy**

■ **Manual Setting:**
The original image is copied for a specified number of times.

Original   **Copy**
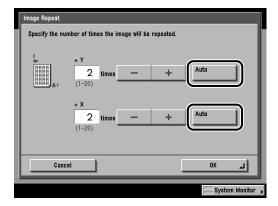
Example: When 3 times is specified, images overlap when copied.

IMPORTANT

• When the machine is operating in the Image Repeat (manual setting) mode, you cannot use the Entire Image, Book▶2-Sided, Two-Page Separation, Cover/Sheet Insertion, Image Combination, Image Separation, Shift, Booklet, Transparency Interleaving, Margin, Different Size Originals, Frame Erase, Mirror Image, and Form Composition modes.

• When the machine is operating in the Image Repeat (automatic setting) mode, you cannot use the Automatic Paper Selection, Auto and Auto XY Zoom, modes in addition to the modes mentioned above.

1 Place your originals, and press [Special Features] → [▼] → [Image Repeat] in this order.

2 Set the number of times you want the image to repeat for both the horizontal and vertical directions.

● **Automatic Setting:**
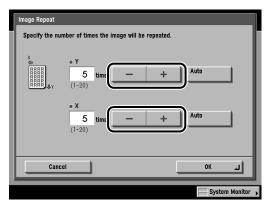
Press [Auto].

To make repeated images with the number of repeats automatically set, select the paper size. The original image is then copied so that the maximum number of images possible fits onto the selected paper size.

● **Manual Setting:**

Press [–] or [+] to set the number of times the image will repeat.

The number of times an image can repeat is from 1 to 20.

🖐 IMPORTANT

• *Depending on how many times you have manually set the image to repeat, some of the images may overlap.*

3 Press [OK], and press [Done].

The specified mode is set, and the display returns to the Basic Features screen.

4 Press ⊙.

Copying starts.

📝 NOTE

• *To cancel this setting, press [Special Features] ➔ [▼] ➔ [Image Repeat] ➔ [Cancel] in this order.*
• *To cancel all settings and return the machine to the Standard mode, press ⟨⟩.*

Making Copies with the Original Image Reversed (Mirror Image)
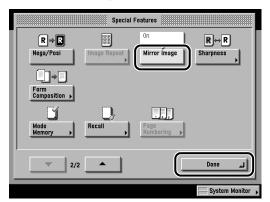
This function copies the image of the original as if it is reflected in a mirror or reversed.

Original

R

⇨

Copy

Я

IMPORTANT

• *When the machine is operating in the Mirror Image mode, you cannot use the Remote or Cascade Copy, Entire Image, Cover/Sheet Insertion, Image Combination, Shift, Booklet, Transparency Interleaving, Margin, Frame Erase, Image Repeat, and Page Numbering modes.*

1 Place your originals, and press [Special Features] → [▼] in this order.

2 Press [Mirror Image], and press [Done].

The specified mode is set, and the display returns to the Basic Features screen.

3 Press ⊙.

Copying starts.

✐ NOTE
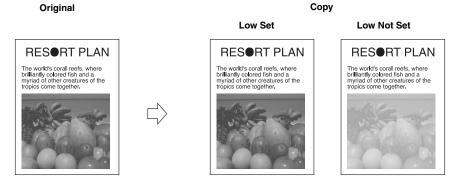
- *To cancel this setting, press [Special Features] → [▼] → [Mirror Image] in this order.*
- *To cancel all settings and return the machine to the Standard mode, press ✐.*

Making Sharp Contrast Copies (Sharpness)

This mode enables you to make copies of original images with a sharper contrast or a softer contrast. To reproduce copies with text or lines with a sharper contrast, use [High] as the setting. To reproduce copies with photographs or other half-tones with a softer contrast, use [Low] as the setting.

■ Low

If you make copies of an original containing half-tones, such as in a printed photograph using the Photo mode, moiré or screen clash may occur. However, by using [Low] as the setting, you can soften this moiré effect so that the copy is easier on the eyes.

Original   **Copy**

Low Set   Low Not Set
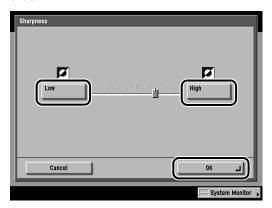
■ High

This feature enhances the edges of the original images so that faint or fine text is reproduced with a sharper contrast. This feature is particularly suited for blueprints or faint pencil-drawn originals.

Original   **Copy**

High Set   High Not Set

1 Place your originals, and press [Special Features] → [▼] → [Sharpness] in this order.

2 Adjust the sharpness by pressing [Low] or [High], and press [OK] → [Done] in this order.

To copy text and lines clearly, the setting should be towards [High].
To copy photographs, the setting should be towards [Low].

The specified mode is set, and the display returns to the Basic Features screen.

3 Press ⊙.

Copying starts.
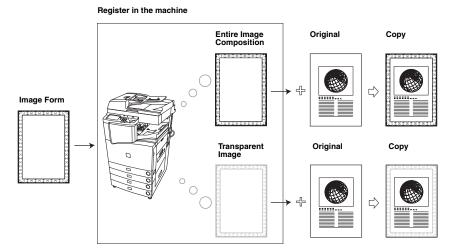
✎ NOTE
  • To cancel this setting, press [Special Features] → [▼] → [Sharpness] → [Cancel] in this order.
  • To cancel all settings and return the machine to the Standard mode, press ↙.

Composing Images (Form Composition)
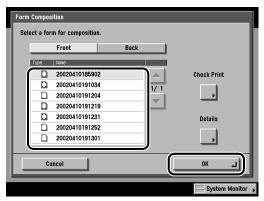
Form Composition is a function that superimposes an image (image form) previously scanned, registers it in the memory of the machine, and places it on the image of the original.

Register in the machine

✋ IMPORTANT

- *When the machine is operating in the Form Composition mode, you cannot use the Remote or Cascade Copy, Saddle Stitch, Cover/Sheet Insertion, Image Combination, Image Separation, Booklet, Transparency Interleaving, Image Repeat, and Page Numbering modes.*
- *To copy in the Form Composition mode, the Image form must be stored in the memory of the machine. (See Chapter 3, "Selecting and Storing Settings to Suit Your Needs," in the Reference Guide.)*
- *Form composition can be used together with other copy modes not listed above to process images. However, the copy modes other than Shift and Mirror Image modes can only be used for the copy image, and not for the stored image forms.*
- *Up to 100 image forms can be stored. However, this number varies depending on the capacity of the hard disk.*

1 **Place your originals, and press [Special Features] → [▼] → [Form Composition] in this order.**

2 **Select an image form to be superimposed over the original, and press [OK].**

```
┌─────────────────────────────────────────────────┐
│ Form Composition                                 │
│                                                   │
│  Select a form for composition.                   │
│                                                   │
│    ┌──────────────┬──────────────┐                │
│    │    Front     │     Back     │                │
│    └──────────────┴──────────────┘                │
│    ┌Type┬ Name ──────────────┐                     │
│    │ 🗋  20020410185902      │  ▲    Check Print   │
│    │ 🗋  20020410191034      │                     │
│    │ 🗋  20020410191204      │  1/ 1     ▶         │
│    │ 🗋  20020410191219      │  ▼                  │
│    │ 🗋  20020410191231      │         Details     │
│    │ 🗋  20020410191252      │                     │
│    │ 🗋  20020410191301      │           ▶         │
│    └──────────────────────────┘                    │
│                                                   │
│      Cancel                    OK  ↵              │
│                                                   │
│                         System Monitor ▶          │
└─────────────────────────────────────────────────┘
```
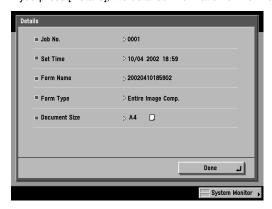
When there are more than eight stored image forms, press [▼] or [▲] to display the other images.

When you wish to combine images on the back of the copy sheet as well as the front, press [Back], and select the desired image form.

• You can select different image forms for both the front and back sheets.
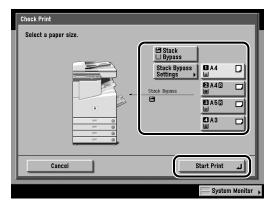
To check the images stored as forms, press [Check Print], and make a copy of the image.

If you press [Details], the detailed information of the Image form is displayed.

```
┌─────────────────────────────────────────────────┐
│ Details                                          │
│                                                   │
│   ▪ Job No.          ▷ 0001                       │
│                                                   │
│   ▪ Set Time         ▷ 10/04 2002 18:59           │
│                                                   │
│   ▪ Form Name        ▷ 20020410185902             │
│                                                   │
│   ▪ Form Type        ▷ Entire Image Comp.         │
│                                                   │
│   ▪ Document Size     ▷ A4    🗋                  │
│                                                   │
│                               Done    ↵           │
│                                                   │
│                         System Monitor ▶          │
└─────────────────────────────────────────────────┘
```
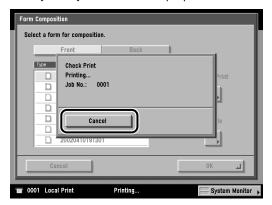
● **If [Check Print] is pressed:**
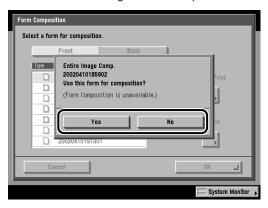
Select the paper size, and press [Start Print].

Press [Cancel] to cancel the sample print.

The following screen is displayed after the sample prints. Press [Yes], to set the sample image as the image form for composition. The display returns to the Special Features screen. Press [No], to select a different image form for composition.

3 Press [Done].

The specified mode is set, and the display returns to the Basic Features screen.
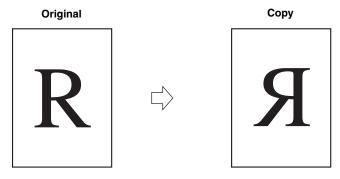
4 Press ⊙.

Copying starts.

🖉 NOTE
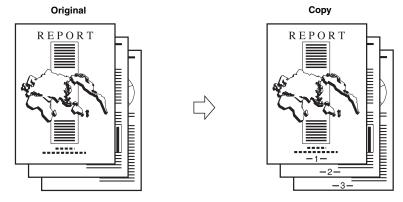
- *To cancel this setting, press [Special Features] ➜ [▼] ➜ [Form Composition] ➜ [Cancel] in this order.*
- *To cancel all settings and return the machine to the Standard mode, press ⌀.*

Making Copies with Page Numbers (Page Numbering)

This enables you to superimpose page numbers on copies of documents.

Original   **Copy**
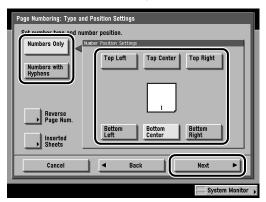
📖 IMPORTANT
- *When the machine is operating in the Page Numbering mode, you cannot use the Remote or Cascade Copy, Saddle Stitch, Entire Image, Shift (No. Key Entry), Booklet, Transparency Interleaving, Frame Erase, Mirror Image, and Form Composition modes.*
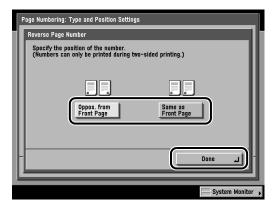
✎ NOTE
- *You can adjust the position of page numbering. (See Chapter 3, "Selecting and Storing Settings to Suit Your Needs," in the Reference Guide.)*

Additional Copy Functions

1 **Place your originals, and press [Special Features] → [▼] → [Page Numbering] in this order.**

2 **Select the type of numbering ([Numbers Only] or [Numbers with Hyphens]), select the position of page number, and then press [Next].**
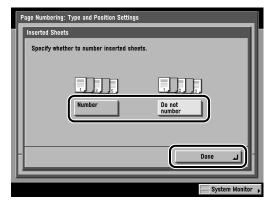
● **If you press [Reverse Page Num.]:**

Select the position of page numbers on the reverse side of the copies, and press [Done].

● **If you press [Inserted Sheets]:**

Select whether to count inserted pages, and press [Done].

[Number]: Counts page numbers of pages inserted after the first page in operations for sheet insertion, chapter page, and back cover, but only prints page numbers on the body pages.

[Do not number]: Does not count page number the pages inserted after the first page in operations for sheet insertion, chapter page, and back cover, and only prints page numbers on the body pages.
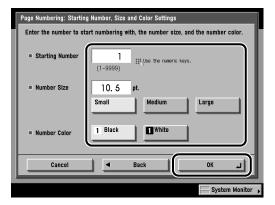
✎ NOTE

• Page numbers are not printed on the inserted pages in operations such as sheet insertion, chapter page, and back cover, whether you select either [Number] or [Do not number].

3 **Set the page number to start from, page number size, and page number colour, press [OK] → [Done] in this order.**

```
Page Numbering: Starting Number, Size and Color Settings
Enter the number to start numbering with, the number size, and the number color.

■ Starting Number      [    1    ]   ※Use the numeric keys.
                        (1-9999)

■ Number Size          [ 10. 5 ] pt.
                        [ Small ]   [ Medium ]   [ Large ]

■ Number Color         [ 1  Black ]  [ ▮ White ]

    [ Cancel ]      [ ◄  Back ]       [    OK    ↵ ]

                                         System Monitor  ►
```

Enter a value from 1 to 9999 using ⓪ - ⑨ (numeric keys) for the page number to start from.

Select a page number size from among [Small], [Medium] and [Large] ('10.5 pt.,' '12.0 pt.,' and '14.0 pt.').

You can select [Black] or [White] for the page number colour. Select [White] to print page numbers on a dark background.

The specified mode is set, and the display returns to the Basic Features screen.

4 **Press ⓞ.**

Copying starts.

✎ NOTE
• To cancel this setting, press [Special Features] → [▼] → [Page Numbering] → [Cancel] in this order.
• To cancel all settings and return the machine to the Standard mode, press ⟨⟩.

2

Additional Copy Functions

Setting/Storing Specifications of the Copy Function

CHAPTER

This chapter describes how to store, change and customise default settings to suit your needs.

Copy Settings Table

The following items can be stored or set in Copy Settings from the Additional Functions screen.

Additional Functions	Available Settings	Applicable Page
Copy Settings		
Standard Key 1, 2 Settings	All modes (No settings*)	p. 3-3
Auto Collate	On*/Off	p. 3-5
Image Orientation Priority*1	On/Off*	p. 3-6
Job Duration Display	On/Off*	p. 3-7
Auto Orientation	On*/Off	p. 3-8
Photo Mode	On/Off*	p. 3-9
Standard Settings	Store, Initialise	p. 3-10
Store Remote Device	Store (Max 7 printers), Details, Erase, Move To Top	p. 3-14
Remote Device Transmission Timeout	5 to 30 sec., 30 sec.*	p. 3-19
Initialise Copy Settings	Initialise	p. 3-20
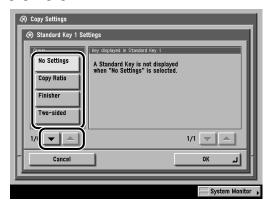
NOTE
- An asterisk (*) indicates the factory default setting.
- *1: Not displayed when the Finisher-J1 is attached.
- For instructions on how to set the modes not described in this manual, refer to the appropriate Operation Manual listed at the beginning of this Copying Guide. (See "Manuals for the Machine," on p. ii.)
- The Copy Settings screen is made up of several screens. Use [▼] and [▲] to scroll to the screen you want, and make the required settings.

Setting Standard Keys

This feature is useful when you want to store frequently used copy functions on the Basic Features screen. You can store up to two Standard Keys in addition to the Copy Ratio, Finisher, and Two-Sided Mode keys on the Basic Features screen, the Special Features screen, or the memory keys containing stored copy settings in Mode Memory.
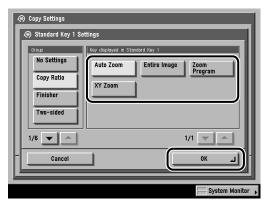
1 **Call up the desired screen as follows:**

(⊛) → [Copy Settings] → [Standard Key 1 Settings]

2 **Display the group of functions to be stored as Standard Keys by pressing [▼] or [▲], and select the desired function.**

Copy Settings
⊛ Standard Key 1 Settings

Group	Key displayed in Standard Key 1
No Settings	A Standard Key is not displayed when "No Settings" is selected.
Copy Ratio	
Finisher	
Two-sided	
1/1 ▼ ▲	1/1 ▼ ▲
Cancel	OK ↵

System Monitor ▶

✐ NOTE

• *To cancel the Standard Key setting already stored, press [No Settings].*

Setting/Storing Specifications of the Copy Function

3
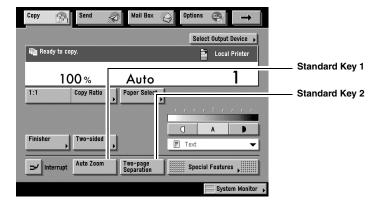
3 Select the desired mode to be stored as a Standard Key, and press [OK].

The specified mode is set.

4 Press [Done] repeatedly until the Basic Features screen appears.

Example: The stored Standard Keys are displayed as shown below.

Standard Key 1

Standard Key 2
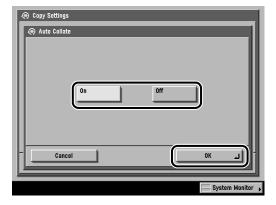
Setting Automatic Collate

This function automatically selects the Collate (Offset Collate) mode when the original is placed in the feeder. This is helpful when making multiple copies, because the user does not need to remember to select the Finisher mode.

✐ NOTE
- *When Auto Collate is set to 'On' and you set the originals on the feeder, the collate mode is automatically selected as listed below.*
  - *[Offset Collate]: When Finisher-J1 is attached or Saddle Finisher-G1 is attached (Tray A exit slot is selected)*
  - *[Collate]: When Saddle Finisher-G1 is attached (Tray A exit slot is not selected), only Inner 2way Tray-A1 is attached, Copy Tray-F1 is attached, or Finisher is attached*
- *The default setting is 'On.'*

1 Call up the desired screen as follows:

⊛ → [Copy Settings] → [Auto Collate]

2 Select [On] or [Off], and press [OK].

The specified mode is set.

3 Press [Done] repeatedly until the Basic Features screen appears.

Setting/Storing Specifications of the Copy Function

3

Setting Image Orientation Priority

The orientation of the image may be printed conversely depending on the copy mode set.
With this function, you can set whether to copy the image in the same direction as the original.
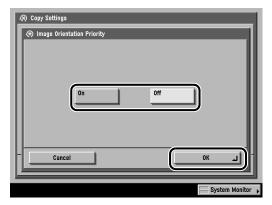
✋ IMPORTANT
- *This setting is not available when the Finisher-J1 is attached.*

📎 NOTE
- *When the Image Orientation Priority is set to 'On,' the copies will take longer to process than normal.*
- *The default setting is 'Off.'*

1 Call up the desired screen as follows:

⊛ → [Copy Settings] → [Image Orientation Priority]

2 Select [On] or [Off], and press [OK].

The specified mode is set.

3 Press [Done] repeatedly until the Basic Features screen appears.
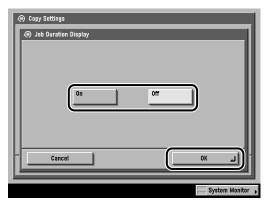
Setting the Job Duration Display

When the Job Duration Display is set to 'On,' the time remaining until completion of the copy job (Job Duration Time) is indicated in minutes on the touch panel display. (The job duration time is not displayed for some copy modes.)

✐ NOTE
- The job duration time is shown as the <Print Time> on the screen displayed during printing.
- The job duration time is not displayed for the Remote or Cascade Copy, Transparency Interleaving, Cover/Sheet Insertion, Different Size Originals, Rotate Collating, and Rotate Grouping modes, or when the copy waiting time is less than one minute.
- The default setting is 'Off.'

1 Call up the desired screen as follows:

(⊛) → [Copy Settings] → [Job Duration Display]

2 Select [On] or [Off], and press [OK].

The specified mode is set.

3 Press [Done] repeatedly until the Basic Features screen appears.

Setting/Storing Specifications of the Copy Function
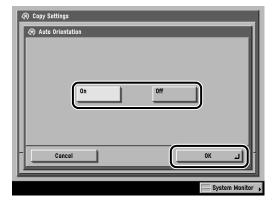
Setting Auto Orientation

Using parametres, such as original size and zoom ratio, this function automatically rotates the image to the most suitable position for the specified paper size.

📎 NOTE
- *The default setting is 'On.'*

1 Call up the desired screen as follows:

ⓐ ➔ [Copy Settings] ➔ [▼] ➔ [Auto Orientation]

2 Select [On] or [Off], and press [OK].

The specified mode is set.

📎 NOTE
- *If you enlarge A4 or A5-size, originals to A3-size, Auto Orientation will not function even if it is set to 'On.'*
- *Only standard sized originals up to A4 (for direct zoom ratio) can be rotated.*
- *When Automatic Paper Selection is selected, and if there is no paper loaded with an optimum length, the paper matching the width will be displayed as the optimum paper size.*
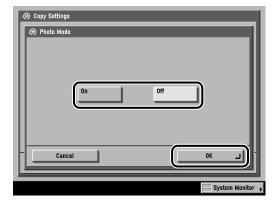
3 Press [Done] repeatedly until the Basic Features screen appears.

Setting/Storing Specifications of the Copy Function

3

Setting the Photo Mode for the Copy Function

You can set whether or not to use the Photo mode in the Copy function. When the Photo Mode is 'On,' this enables you to select [Printed Image] or [Photo] when making copies with the image quality setting on the Basic Features screen.

$\mathscr{D}$ NOTE

• The default setting is 'Off.'

1 Call up the desired screen as follows:

(⊛) ➜ [Copy Settings] ➜ [▼] ➜ [Photo Mode]

2 Select [On] or [Off], and press [OK].

The specified mode is set.

3 Press [Done] repeatedly until the Basic Features screen appears.

Setting/Storing Specifications of the Copy Function

3

Changing the Current Standard Settings

Standard Settings refers to a combination of copy modes that the machine automatically sets after the power is turned ON or when ⌫ is pressed.
This section describes how to customise Standard Settings to suit your needs, or return the Standard Settings to their default settings.

✋ IMPORTANT
- *Even if a remote copy printer is stored in Standard Settings, and the main power of this machine or the remote copy printer is turned OFF and ON again, the stored settings change to Local Printer. To use the stored remote copy printer as the Default Setting, it is necessary to register the Standard Settings again.*

✐ NOTE
- *The default settings are as follows:*
  - *Copy Quantity: '1'*
  - *Paper Selection: 'Automatic Paper Selection'*
  - *Exposure/Image Quality: 'A'*
  - *Copy Ratio: '1:1 (100%)'*
  - *Copy Function: '1▶1-Sided Copy'*
  - *Copy Device: 'Local Printer'*

Storing New Standard Settings for Copying

To store copy settings as Standard Settings, specify the settings you wish to store from the Basic Features screen and/or Special Features screen, and follow the procedure below.
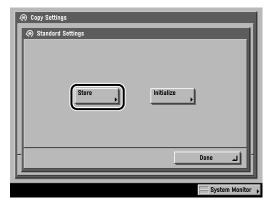
✐ NOTE
- *You must have Copy Settings already stored as Standard Settings before you change or create new Standard Settings. (See "Flow of Copy Operations," on p. 1-10.)*

1 Call up the desired screen as follows:

⊛ → [Copy Settings] → [▼] → [Standard Settings]

Setting/Storing Specifications of the Copy Function

3

2 Press [Store].

3 Press [Yes].
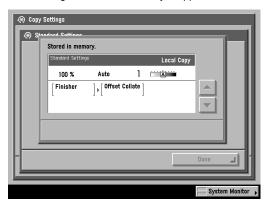
The settings displayed are the currently set copy settings. Press [▼] or [▲] to display other copy modes that do not fit in the display area.

Press [No], if you do not want to store the displayed settings as the Standard Settings, and you return to the screen in step 2.

The settings currently displayed are stored as the Standard Settings.
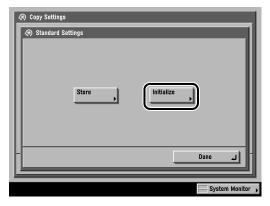
The message <Stored in memory.> appears for about two seconds on the touch panel display.
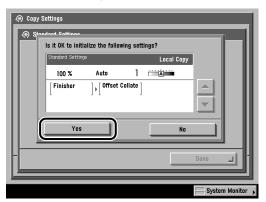
4 **Press [Done] repeatedly until the Basic Features screen appears.**

Initialising the Standard Settings

1 **Call up the desired screen as follows:**

(⊛) → [Copy Settings] → [▼] → [Standard Settings]

2 **Press [Initialize].**
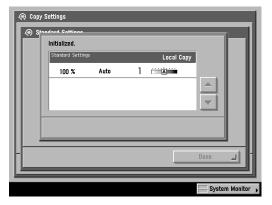
3 Check the settings, and press [Yes].

Press [No], if you do not want to initialise the Standard Settings and you return to the screen in step 2.

The Standard Settings are initialised.

The message <Initialized.> appears for about two seconds on the touch panel display.

4 Press [Done] repeatedly until the Basic Features screen appears.

Specifying the Remote Copy Printer Settings

Details on printer names and IP addresses for remote copy printers can be confirmed, added, or deleted. You can set up to seven remote copy printers on this machine.
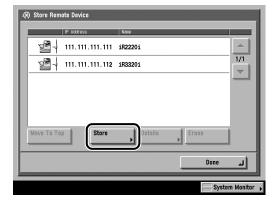
✐ NOTE
• If you set Department IDs and Passwords for the registered remote copy printers, make sure their settings are the same as this machine. (See Chapter 4, "System Manager Settings," in the Reference Guide.)
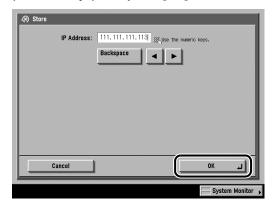
Registering a Remote Copy Printer

1 **Call up the desired screen as follows:**

⊛ → [Copy Settings] → [▼] → [Store Remote Device]

2 **Press [Store].**
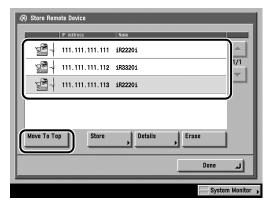
3 **Input the IP address of the Remote Copy Printer that you wish to store by using ⓪ - ⑨ (numeric keys), and press [OK].**

```
┌─────────────────────────────────────────┐
│ ⊕ Store                                    │
│                                            │
│   IP Address: │111.111.111.113│ ※ Use the numeric keys. │
│              ┌──────────┐ ┌───┐ ┌───┐      │
│              │ Backspace │ │ ◄ │ │ ► │      │
│              └──────────┘ └───┘ └───┘      │
│                                            │
│                                            │
│                                            │
│   ┌──────────┐              ┌──────────┐   │
│   │  Cancel  │              │   OK  ↵  │   │
│   └──────────┘              └──────────┘   │
│                          ┌──────────────┐  │
│                          │ System Monitor ▸│ │
│                          └──────────────┘  │
└─────────────────────────────────────────┘
```

📝 NOTE
  • If you make a mistake when entering values, press [◄], [►], or [Backspace], and input the correct values.
  • You can also erase all the values you have entered by pressing ©.

4 **To move the remote copy printer you are registering to the top of the list box, select the printer in the list box, and press [Move To Top].**

```
┌─────────────────────────────────────────┐
│ ⊕ Store Remote Device                      │
│         IP Address      Name               │
│   ┌─────────────────────────────────┐ ┌▲┐ │
│   │ 🖥┤ 111.111.111.111  iR2220i      │ └─┘ │
│   │ 🖥┤ 111.111.111.112  iR3320i      │ 1/1 │
│   │ 🖥┤ 111.111.111.113  iR2220i      │ ┌▼┐ │
│   └─────────────────────────────────┘ └─┘ │
│                                            │
│  ┌──────────┐┌───────┐┌────────┐┌──────┐  │
│  │Move To Top││Store ▸││Details▸││Erase │  │
│  └──────────┘└───────┘└────────┘└──────┘  │
│                          ┌──────────┐      │
│                          │  Done  ↵ │      │
│                          └──────────┘      │
│                          ┌──────────────┐  │
│                          │ System Monitor ▸│ │
│                          └──────────────┘  │
└─────────────────────────────────────────┘
```

The information about the selected remote copy printer will be displayed at the top of the list box.
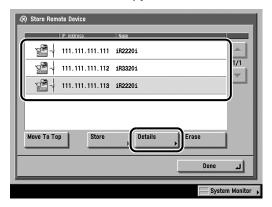
📝 NOTE
  • When you set the remote or cascade copy mode, you cannot select [Move To Top].
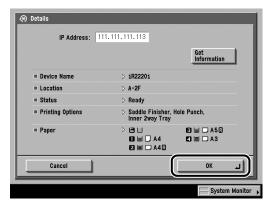
Setting/Storing Specifications of the Copy Function

5 Press [Done] repeatedly until the Basic Features screen appears.

Confirming a Remote Device

1 Call up the desired screen as follows:

(⊛) → [Copy Settings] → [▼] → [Store Remote Device]

2 Select the Remote Copy Printer to be checked, and press [Details].
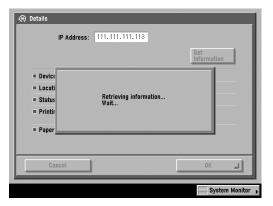
If the desired remote copy printer is not displayed, press [▼] and [▲] to scroll to the desired remote copy printer.

3 Confirm the information, and press [OK].

If you power the remote copy printer back on or reattach the Finisher, you need to refresh the information of the remote copy printer by pressing [Get Information].
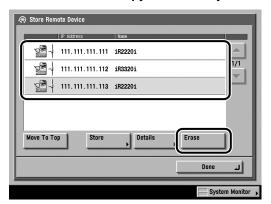
4 Press [Done] repeatedly until the Basic Features screen appears.

Deleting a Remote Device

1 Call up the desired screen as follows:

⊛ ➔ [Copy Settings] ➔ [▼] ➔ [Store Remote Device]

2 Select the Remote Copy Printer that you want to delete, and press [Erase].
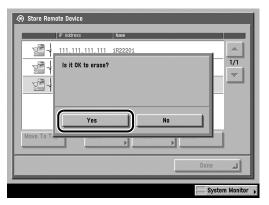
If the desired remote copy printer is not displayed, press [▼] or [▲] to scroll to the desired remote copy printer.

NOTE

• When you set the remote or cascade copy mode, the remote copy printer cannot be deleted.

3 Press [Yes].

If you press [No], the Remote Copy Printer is not erased.

The message <Erased.> appears for about two seconds on the touch panel display.

## 4 Press [Done] repeatedly until the Basic Features screen appears.
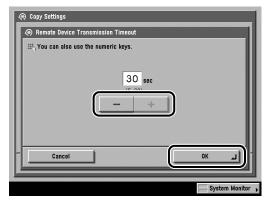
Setting the Remote Device Transmission Timeout

A remote copy job is cancelled if there is no response from the remote copy printer within a given time. Select a timeout setting from 5 to 30 seconds in 1-second increments.

📝 NOTE
- *Jobs that reach the timeout limit (without arriving at the remote copy printer) are deleted.*
- *The default timeout setting is '30 seconds.'*

1 Call up the desired screen as follows:

⊛ → [Copy Settings] → [▼] → [Remote Device Transmission Timeout]

2 Use [–] and [+] to set the Remote Device Transmission Timeout, and press [OK].

You can also enter values using ⓪ - ⑨ (numeric keys).

The specified mode is set.

3 Press [Done] repeatedly until the Basic Features screen appears.

Setting/Storing Specifications of the Copy Function

Restoring Settings to Their Default Copy Settings

Settings that have been changed from the Copy Settings screen can be returned to their default settings.
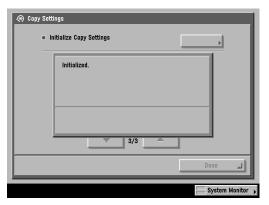
📝 NOTE
- When the Copy Settings of this machine are initialised, the settings stored in the other remote copy printers are also initialised.
- When a remote copy printer is printing or selected as a printing destination, you cannot initialise the Copy Settings of this machine.

1 Call up the desired screen as follows:

⊛ → [Copy Settings] → [▼] → [Initialize Copy Settings]

2 Press [Yes].

Press [No], when you do not want to initialise the copy settings, and you return to the Copy Settings screen.

The message <Initialized.> appears for about two seconds on the touch panel display.

```
Copy Settings
   ■  Initialize Copy Settings                    ▶
      ┌─────────────────────────────────┐
      │  Initialized.                    │
      │                                  │
      │                                  │
      │                                  │
      │                                  │
      └─────────────────────────────────┘
           ▼    3/3    ▲
                              Done    ⏎

                              System Monitor ▶
```

3 **Press [Done] repeatedly until the Basic Features screen appears.**

3

Setting/Storing Specifications of the Copy Function

Restoring Settings to Their Default Copy Settings **3-21**

Appendix

4

Available Combinations of Functions Chart

This chart shows the available combinations of settings when you want to set more than one function at a time.

Legend:
- ☐ Combination Available
- ☒ Combination Unavailable
- ▲ Priority to Latter-Set Mode
- ● Priority to Image Combination, Image Separation and Booklet mode (Ratio can be changed)

Function Intend to Set \ Function Already Set	Preset Zoom	Zoom Designation	XY Zoom	Auto Zoom Mode	Zoom Program	Entire Image	Automatic Exposure Control	Printed Image	Photo	Text	Text/Photo	Automatic Paper Selection	Automatic Paper Selection, Auto Orientation	Auto Drawer Switching	Stack Bypass	Collate	Group	Rotate Collating	Rotate Grouping	Offset Collate	Offset Group	Staple	Saddle Stitch	Hole Punch	Interrupt Copy	Reserve Copy	1▶2-Sided	2▶2-Sided	2▶1-Sided	Book▶2-Sided	Remote Copy	Cascade Copy
Preset Zoom		▲	▲	▲	▲																											
Zoom Designation	▲		▲	▲	▲																											
XY Zoom	▲	▲		▲	▲																											
Auto Zoom mode	▲	▲	▲		▲							×	×		*1																	
Zoom Program	▲	▲	▲	▲																												
Entire Image															*1																	
Automatic Exposure Control								▲	▲	▲	▲																					
Printed Image							▲		▲	▲	▲																					
Photo							▲	▲		▲	▲																					
Text							▲	▲	▲		▲																					
Text/Photo							▲	▲	▲	▲																						
Automatic Paper Selection				×									▲		*2								×									
Automatic Paper Selection, Auto Orientation				×								▲			*2								×									
Auto Drawer Switching															*2																	
Stack Bypass				*1		*1						*2	*2	*2		*2	*2	*2	*2	*2	*2	*2	*2	*2			*2	*2		*2	*2	*2
Collate															*2		▲	▲	▲	▲	▲	▲	▲									
Group															*2	▲		▲	▲	▲	▲	▲	▲									
Rotate Collating															*2	▲	▲			▲	▲	▲	▲	×							×	×
Rotate Grouping															*2	▲	▲	▲		▲	▲	▲	▲	×							×	×
Offset Collate															*2	▲	▲	▲	▲		▲	▲	▲									*3
Offset Group															*2	▲	▲	▲	▲	▲		▲	▲									*3
Staple															*2	▲	▲	▲	▲	▲	▲		▲									*3
Saddle Stitch												×	×		*2	▲	▲	▲	▲	▲	▲	▲		×					×	×	×	×
Hole Punch															*2			×	×				×									*3
Interrupt Copy																															×	×
Reserve Copy																															×	×
1▶2-Sided															*2													▲	▲	▲		
2▶2-Sided															*2												▲		▲	▲		
2▶1-Sided																							×				▲	▲		▲		
Book▶2-Sided															*2								×				▲	▲	▲			
Remote Copy															*2			×	×				×		×	×						×
Cascade Copy															*2			×	×	*3	*3	*3	×	*3	×	×					×	

*1 You cannot combine these modes when free size is selected.
*2 You cannot combine these modes when free size or envelope is selected.
*3 You cannot combine these modes if the finishers attached to this machine and the remote copy printer are different.

Appendix 4

Legend:
- ☐ Combination Available
- ✕ Combination Unavailable
- ▲ Priority to Latter-Set Mode
- ● Priority to Image Combination, Image Separation and Booklet mode (Ratio can be changed)

Function Intend to Set \ Function Already Set	Preset Zoom	Zoom Designation	XY Zoom	Auto Zoom mode	Zoom Program	Entire Image	Automatic Exposure Control	Printed Image	Photo	Text	Text/Photo	Automatic Paper Selection	Automatic Paper Selection, Auto Orientation	Auto Drawer Switching	Stack Bypass	Collate	Group	Rotate Collating	Rotate Grouping	Offset Collate	Offset Group	Staple	Saddle Stitch	Hole Punch	Interrupt Copy	Reserve Copy	1 ▲ 2-Sided	2 ▲ 2-Sided	2 ▲ 1-Sided	Book ▲ 2-Sided	Remote Copy	Cascade Copy
Two-page Separation															*2								✕				✕	✕	✕	✕		
Image Combination	●	●	●		●	✕						✕	✕		*2								✕				✕	✕	✕	✕		
Image Separation	●	●	●		●	✕						✕	✕		*2								✕				✕	✕	✕	✕	*7	*7
Original Frame Erase						✕																										
Book Frame Erase						✕																										
Binding Erase						✕																									✕	
Right Margin																																
Left Margin																																
Top Margin																																
Bottom Margin																																
Shift (Centre/Corner Shift)					▲							*6	*6		*1																	
Shift (No.Key Entry)					▲							*6	*6		*1																✕	✕
Front Cover												*6	*6		*2	✕	✕	✕		✕			✕								✕	
Sheet Insertion (Printed/Blank)												*6	*6		*2	✕	✕	✕		✕			✕								✕	
Chapter Page												*6	*6		*2	✕	✕	✕		✕			✕								✕	
Transparency Interleaving												✕	✕	✕	✕	✕	✕	✕	✕	✕	✕	✕	✕	✕			✕	✕	✕	✕	✕	✕
Booklet	●	●	●		●	✕						✕	✕		*2	✕	✕	✕	✕	✕	✕	✕	✕	✕			✕	✕	✕	✕	✕	✕
Booklet/Saddle Stitch	●	●	●		●	✕						✕	✕		*2	✕	✕	✕	✕	✕	✕	✕	✕	✕			✕	✕	✕	✕	✕	✕
Front Cover (Printed/Blank)	●	●	●		●	✕						✕	✕		*2	✕	✕	✕	✕	✕	✕	✕	✕	✕			✕	✕	✕	✕	✕	✕
Sample Set															*1	✕				✕		✕			*4	*5					✕	✕
Different Size Originals													✕																		✕	
Job Build																																
Sharpness																																
Nega/Posi																																
Image Repeat				*8		✕						✕	✕		*1																✕	
Mirror Image						✕																									✕	✕
Form Composition															*2					✕											✕	✕
Page Numbering						✕									*1								✕								✕	✕

*4 You can set the Sample Set mode as the Interrupt mode.
*5 You can set the Sample Set mode as the Reserve Copy mode.
*6 You cannot combine these modes when the Different Size Originals mode is set.
*7 The layout of the final page of the original will not be used.
*8 You can set the Auto Zoom mode in combination with the Image Repeat (manual setting).

Legend:

- ☐ Combination Available
- ☒ Combination Unavailable
- ▲ Priority to Latter-Set Mode
- ● Priority to Image Combination, Image Separation and Booklet mode (Ratio can be changed)

Function Intend to Set / Function Already Set	Two-page Separation	Image Combination	Image Separation	Original Frame Erase	Book Frame Erase	Binding Erase	Right Margin	Left Margin	Top Margin	Bottom Margin	Shift (Centre/Corner Shift)	Shift (No. Key Entry)	Front Cover	Sheet Insertion (Printed/Blank)	Chapter Page	Transparency Interleaving	Booklet	Booklet/ Saddle Stitch	Front Cover (Printed/Blank)	Sample Set	Different Size Originals	Job Build	Sharpness	Nega/Posi	Image Repeat	Mirror Image	Form Composition	Page Numbering
Preset Zoom		●	●														●	●	●									
Zoom Designation		●	●														●	●	●									
XY Zoom		●	●														●	●	●									
Auto Zoom mode																									*8			
Zoom Program		●	●														●	●	●									
Entire Image		×	×	×	×	×					▲	▲					×	×	×						×	×		×
Automatic Exposure Control																												
Printed Image																												
Photo																												
Text																												
Text/Photo																												
Automatic Paper Selection		×	×								*6	*6	*6	*6	*6		×	×	×						×			
Automatic Paper Selection, Auto Orientation		×	×								*6	*6	*6	*6	*6		×	×	×		×				×			
Auto Drawer Switching																×												
Stack Bypass	*2	*2	*2								*1	*1	*2	*2	*2	×	*2	*2	*2	*1					*1		*2	*1
Collate																	×	×	×	×								
Group													×	×	×		×	×	×	×	×							
Rotate Collating													×	×	×		×	×	×									
Rotate Grouping													×	×	×		×	×	×		×							
Offset Collate																	×	×	×	×								
Offset Group													×	×	×		×	×	×	×	×							
Staple																	×	×	×	×								
Saddle Stitch	×	×	×										×	×	×		×	×	×	×							×	×
Hole Punch																	×	×	×	×								
Interrupt Copy																				*9								
Reserve Copy																				*10								
1 ▶ 2-Sided	×	×	×														×	×	×	×								
2 ▶ 2-Sided	×	×	×														×	×	×	×								
2 ▶ 1-Sided	×	×	×														×	×	×	×								
Book ▶ 2-Sided	×	×	×			×							×	×	×		×	×	×	×	×				×			
Remote Copy			*7										×				×	×	×	×	×					×	×	×
Cascade Copy			*7										×				×	×	×	×	×					×	×	×

*9   You cannot make Interrupt copy while copying with the Sample Set mode, nor while changing the settings after the Sample Set has been made.

*10 You cannot reserve a copy job while copying with the Sample Set mode, nor while changing the settings after the Sample Set has been made.

Available Combinations of Functions Chart

Legend:

- ☐ Combination Available
- ✕ Combination Unavailable
- ▲ Priority to Latter-Set Mode
- ● Priority to Image Combination, Image Separation and Booklet mode (Ratio can be changed)

Function Already Set (columns) vs **Function Intend to Set** (rows)

Function Intend to Set \ Function Already Set	Two-page Separation	Image Combination	Image Separation	Original Frame Erase	Book Frame Erase	Binding Erase	Right Margin	Left Margin	Top Margin	Bottom Margin	Shift (Centre/Corner Shift)	Shift (No. Key Entry)	Front Cover	Sheet Insertion (Printed/Blank)	Chapter Page	Transparency Interleaving	Booklet	Booklet/Saddle Stitch	Add Cover (Printed/Blank)	Sample Set	Different Size Originals	Job Build	Sharpness	Nega/Posi	Image Repeat	Mirror Image	Form Composition	Page Numbering
Two-page Separation	\	✕	✕			✕							✕	✕	✕	✕	✕	✕	✕		✕				✕			
Image Combination	✕	\	✕	✕	✕						▲	✕	✕	✕	✕	✕	▲	▲	▲		✕				✕	✕	✕	
Image Separation	✕	✕	\	✕	✕	✕						✕	✕	✕	✕	✕	✕	✕	✕		✕				✕		✕	
Original Frame Erase		✕	✕	\	▲	▲											✕	✕	✕						✕	✕		✕
Book Frame Erase		✕	✕	▲	\	▲											✕	✕	✕						✕	✕		✕
Binding Erase	✕		✕	▲	▲	\											✕	✕	✕						✕	✕		✕
Right Margin							\	▲	▲	▲							✕	✕	✕						✕	✕		
Left Margin							▲	\	▲	▲							✕	✕	✕						✕	✕		
Top Margin							▲	▲	\	▲							✕	✕	✕						✕	✕		
Bottom Margin							▲	▲	▲	\							✕	✕	✕						✕	✕		
Shift (Centre/Corner Shift)		▲									\	▲					✕	✕	✕						✕	✕		
Shift (No. Key Entry)		✕	✕								▲	\					✕	✕	✕						✕	✕		✕
Front Cover	✕	✕	✕										\				✕	✕	✕						✕	✕	✕	
Sheet Insertion (Printed/Blank)	✕	✕	✕											\	▲	✕	✕	✕	✕						✕	✕	✕	
Chapter Page	✕	✕	✕											▲	\	✕	✕	✕	✕						✕	✕	✕	
Transparency Interleaving	✕	✕	✕										✕	✕	✕	\	✕	✕	✕	✕					✕	✕	✕	✕
Booklet	✕	▲	✕	✕	✕	✕	✕	✕	✕	✕	✕	✕	✕	✕	✕	✕	\				✕				✕	✕	✕	✕
Booklet/Saddle Stitch	✕	▲	✕	✕	✕	✕	✕	✕	✕	✕	✕	✕	✕	✕	✕	✕		\			✕				✕	✕	✕	✕
Front Cover (Printed/Blank)	✕	▲	✕	✕	✕	✕	✕	✕	✕	✕		✕	✕	✕	✕	✕			\		✕				✕	✕	✕	✕
Sample Set																✕				\								
Different Size Originals	✕	✕	✕													✕	✕	✕			\				✕			
Job Build																						\						
Sharpness																							\					
Nega/Posi																								\				
Image Repeat	✕	✕	✕	✕	✕	✕	✕	✕	✕	✕	✕	✕	✕	✕	✕	✕	✕	✕	✕		✕				\		✕	✕
Mirror Image		✕		✕	✕	✕	✕	✕	✕	✕	✕	✕	✕	✕	✕	✕	✕	✕	✕						✕	\		✕
Form Composition		✕	✕										✕	✕	✕	✕	✕	✕	✕						✕		\	✕
Page Numbering				✕	✕	✕							✕			✕	✕	✕	✕						✕	✕		\

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Appendix

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